



## Role Description – **Merchandise/Uniforms Coordinator**

The Merchandise/Uniforms Coordinator is the chief organiser of Merchandise/Uniforms arrangements for all sections of the Mooroolbark Flashes Basketball Club.

The Merchandise/Uniforms Coordinator reports regularly to the Committee.

The Merchandise/Uniforms Coordinator is elected by club members at the Annual General Meeting (AGM) and is appointed for 1 calendar year from the date of the AGM to the next AGM.

The estimated time commitment required is approximately 4 hours per week. This time commitment will vary during key times of the year.

This is a volunteer position.

### **Desirable Attributes:**

The Merchandise/Uniforms Coordinator should:

- be organised and professional
- be able to delegate and support a working group
- be personable and can represent the club and the virtues of being a Merchandise/Uniforms Coordinator
- be creative in looking at new ways to service and satisfy the club's needs.

### **Specific duties include but are not limited to:**

The Merchandise/Uniforms Coordinator should:

- Plan and Coordinate seasonal merchandising for the club
- Work with Marketing Manager and suppliers to create new seasonal merchandise for the club
- Convene a group to assist with key tasks and timelines
- Manage the sales, ordering and distribution of uniforms and merchandise
- Prepare a budget, monitor it carefully and report on it regularly
- Seek to raise at least ..... a year in merchandise fundraising for the club
- Keep a proper record of Merchandise/Uniforms details

- Liaise with the Sponsorship Coordinator and Fundraising/Events Coordinator to ensure social events support sales and our brand
- Work with Sponsorship Coordinator to ensure our sponsor's needs are met with merchandise promotions.