

Terms of reference for Merchandising Officer

- A management committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
	Requirements of role	<ul style="list-style-type: none"> a) Holds full club membership and be current. b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility. c) Ability to source and sell quality merchandise attractive and desired by club members. d) Ability to produce a professional looking 'electronic catalogue' for display on the club website. e) Ability to be present at all major shows/events to sell at the club stand. f) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.
	Authority of role	<ul style="list-style-type: none"> g) Authority on final decisions on choice of merchandise to sell. h) Authority on setup/display/manning of 'merchandise stall' at club stand and managing sales volunteers. i) Reaches agreement with suppliers and commits on behalf of the club (for financial commitment it will require the Treasurer's prior authorisation). j) Has a vote on all committee decisions when put to the ballot.
	Governance of role	<ul style="list-style-type: none"> k) Maintains a MS Excel document titled 'G4OC #8 Club Merchandise Stock.doc' of all club merchandise, containing item description, item cost, item price, item stock quantity (if relevant), supplier/source. l) Maintains a MS Excel document titled 'G4OC #9 Club Merchandise Sales.doc' of merchandise sales containing Item description, date sold, price, sold to member [name]. This will allow the club to track sales. m) Maintains a MS Excel document titled 'G4OC #10 Club Merchandise Suppliers.doc' containing list of all suppliers with contact name, phone, address, items description, order value, date, note of commitments and liabilities. This will allow the club to assess its liabilities at any point in time. n) Ensures presence of Merchandise stall at major Shows/Events. Liaises with the Show/Event Officer on placement of merchandise club stand prior to Show/Event. Must inform an executive committee member if Event/Show cannot be attended such that the role can be given to another member. o) Ensures any 3rd party branding is not infringed. p) Responsible for security of stock and cash in possession. q) Reports at every committee meeting: any change or circumstances merchandise or suppliers; stock levels; income & expenditure for period; any new merchandise ideas. Submits up-to-date documents #1 & #2 to Secretary prior to committee meeting. r) Ensures prior approval from club Treasurer before any financial commitments are made. s) Reports any issues arising for day-to-day matters to an executive committee member as soon as possible, by phone or email. t) Any non-conformance to the Terms of Reference will be assessed by the executive committee for the proper functioning of the club and taken to the full committee with appropriate recommendation.

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Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.

Acceptance of Committee position

Name:

Date:

Signature: