



Merchandise Officer Role Description

The role of the Merchandise Officer is to ensure the Club has sufficient stock on hand of approved garments, regalia and merchandise.

The Merchandise officer should:

- Ensure all regalia carries only approved Club logos.
- Order and manage the supply of approved regalia at levels set by the committee.
- Ensure regalia and merchandise is available for purchase at the monthly Club meeting.
- Not carry parts, accessories or equipment on behalf of Club members without the approval of the President.
- Issue receipts for sales of all items.
- Liaise with the Treasurer to only hold petty cash to the value of \$100.
- Report expenditure and sales at the monthly Club meeting.