



Responsibilities – MERCHANDISE

- 1) Attend monthly committee meetings and liaise with committee regarding club merchandise.
- 2) New and innovative ideas for merchandise lines are welcome. We love new ideas.
- 3) Liaise with webmaster to ensure that merchandise availability and pricing is kept up to date on the Club's website.
- 4) Liaise with Phil Woodhead regarding custom designs (logo, t-shirts, calendar).
- 5) Liaise with suppliers and order merchandise as appropriate. Access can be arranged to the Quickbooks Online app which contains all supplier contact details.
- 6) Store merchandise box between meetings.
- 7) Attend monthly club meetings and give a quick spiel about club merchandise. Sell items and accept payments on the night.
- 8) Take orders for T-Shirts from members and liaise with Cardzilla re same.
- 9) Deposit merchandise sales to Bendigo after each meeting, or give cash to Treasurer to bank.
- 10) Perform merchandise stock take on 30 June and report to Treasurer. There is an excel template – ask the Treasurer for it.