

POSITION DESCRIPTION – MERCHANDISE COORDINATOR



Form No:	IMS-PD-008	Version No:	V20191202
Issued: 20180210	Reviewed: 20191202	Authorised By:	Director Communication & Marketing

PURPOSE OF POSITION:

Coordinates ATHRA's branded merchandise sales and purchases.

KEY OBJECTIVE FOR THIS POSITION

In consultation with the ATHRA Board, coordinates and manages ATHRA's merchandise sales and purchasing arrangements.

FUNCTIONS OF THE POSITION:

- Provides advice to the Board about new merchandise opportunities and supply, where they relate to merchandise and/or equipment for purchase by members direct with supplier.
- Seeks Board approval to purchase ATHRA branded merchandise for re-sale to club members.
- Responds to inquiries from members and clubs about merchandise sales and co-branding.
- Actively encourages clubs to co-brand merchandise (Club and ATHRA logo on shirts etc) and maintains a register of those clubs who are actively promoting ATHRA.
- Consults with Director-Treasurer on finance related matters such as stock control and accounts payable.
- Provides quarterly Board Report on individual sales, club co-branded sales, stock on hand and other merchandise related matters.
- Participates as a representative of ATHRA at EQUITANA and other trade shows to promote ATHRA as required.
- Ensure all expenses are processed and forwarded to the Finance Director in a timely manner and that all expenses claimed are in accordance with the current expenses policy and procedures. All claims must be made within 30 days of the expenditure being incurred, all expenses for December must be claimed prior to the end of financial year being 31 December.

TERM: The terms of this position are as follows:

Time Frame:	Must be available for period of tenure (indicatively 2 years)
Resources:	Out of pocket expenses including phone, travel, consumables (pre-approved by the Board)
Recognition & Reward:	Modest annual gift and honorarium subject to approval by the Board

TRAINING REQUIREMENTS FOR THIS POSITION: The holder of this position requires training in these areas in order to promote success:

Training as determined by the Board

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed on an annual basis.

REVIEW OF POSITION PERFORMANCE:

This position holder's performance will be reviewed on an annual basis.

DATE / / BY **2 persons elected by the Board + 1 external person**

SIGN OFF:

I have read and understood all the policies and procedures required and expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of ATHRA.

I hereby agree to regularly attend committee meetings, as required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position with the provision of at least four weeks-notice; and/or acknowledge the Association will have the right to declare the position vacant.

The Board may agree to waive the notice period in exceptional circumstances.

POSITION HOLDER

NAME	SIGNATURE	DATE