



Position Description – Merchandise & Equipment Convenor

OBJECTIVE:

The Merchandise & Equipment Officer (MEO) facilitates the acquisition, disposal, distribution, storage and auditing of all the football related equipment that players, junior club referees and coaches require for training and matches. The MEO ensures that all purchasing is done in accordance with the relevant financial budgets and all activities are carried out in the most cost-effective manner.

RESPONSIBILITIES / TASKS:

- Works with the Director of Coaching (DOC) and if necessary a delegate from each sub section to forecast and fulfil annual equipment requirements for:
 - All Junior and Senior teams competing in Football Brisbane competitions;
 - Club In-house teams and programs;
 - Junior club referees;
 - Coaches and managers for all the above;
- Establishes and maintains effective processes and procedures to fulfil the role's purpose.
- Fosters collaborative working relationships with internal stakeholders and external providers and, when required, negotiates agreements and/or contracts.
- Ensures all purchasing is done in accordance with external contractual obligations and within section and/or club equipment budgets.
- Organises the distribution and collection of equipment at appropriate stages of the year
- Fulfills ad-hoc requests as required such as new orders and/or replacement of damaged equipment.
- Completes an 'end of season' equipment audit (excluding canteen merchandise) and prepares a report which is delivered to the Exec Committee no later than the November AGM each year.
- Will not make any purchases that are outside of any relevant budget without formal approval from the Exec Committee.

RELATIONSHIPS:

- Liaises with official Club suppliers & stakeholders

ACCOUNTABILITY:

- Reports to the Treasurer

AUTHORITY:

- Disposes of equipment, in the most cost-effective manner, which is worn out or is no longer fit for purpose.
- Has the approval to place orders for the required equipment within the relevant budget or where authorised to do so by the Exec Committee