

Waratah Netball Club

Uniform Coordinator Duties

17th July 2019

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Intro

The Uniform Coordinator is a Non-Executive member of the Club Management Committee. The Uniform Coordinator's primary role is to manage the second-hand uniform pool, and to provide advice to members with respect to procuring new uniforms.

As a Committee member, the Uniform Coordinator must be aware of the Club Constitution and policies and perform their duties within that framework.

Uniform Coordinator's Tasks

The Uniform Coordinator must:

- Store any second-hand uniforms submitted for sale.
- Record the details of the seller of the second-hand uniform along with the size, price and subsequent purchaser of the uniform in a ledger during the season. Post season, a record of remaining stock should be stored on the Club's OneDrive account.
- Ensure the seller receives payment and the buyer a receipt of payment.
- Advise members of the procedures to procure new uniforms.
- Act as a point of contact for sale of excess merchandise such as towels and scarves.
- Store any sample uniforms and keep the Executive abreast of future needs for samples.
- Liaise with the Club Treasurer regarding any financial transactions
- Attend Management Committee meetings