



Moreton City Excelsior Football Club

Committee Position – Merchandise Officer

The duties of the Merchandise Officer shall be:

- Organisation of the merchandise store including stock storage and display.
- Liaise with Purchasing Officer to order Merchandise from approved suppliers ensuring that inventory levels are contained within the budget set by the Treasurer.
- Promotion of MCE Merchandise through newsletters, website, social media with support of the Communications and Media Officer and Branding and Marketing Officer.
- To keep written evidence of all transactions and to ensure that all financials associated with merchandise is accounted for accurately and the information provided to the Treasurer.
- Ensure that the Merchandise store is manned for the advertised hours of operation and managed professionally.
- Liaising with Executive on the future merchandise needs of the club.
- Liaising with Purchasing Officer for all merchandise purchases.
- Manage online store and distribution of sales.
- Assisting as Ground official, Running the bar or General help at sign on days, Musters, Carnivals, presentation days etc.

