



WEST PYMBLE NETBALL CLUB

ABN 70 747 724 640

Position Title: Uniform Convenor

Date: 12th November 2014

Key responsibilities of the position

- Organise sample stock for Registration day for sizing and viewing
- Selling uniforms new and 2nd hand (dresses, bike shorts, hoodies, fleecies, polo shirts)
- Consult with committee on orders/re-ordering of uniform stock
- Taking orders from players/parents
- Writing receipts
- Banking money and providing Treasurer with record of transaction/deposit
- Stocktake and report to Committee
- Keeping track of samples and record of stock suppliers, quotes, costs.
- Uniform storage

Liaise with:

- President
- Committee members
- Parents/players