



**The Uniform Coordinator manages the supply and distribution of uniforms for the Phoenix Basketball Club.**

# **Uniform Coordinator**

## **Responsible to**

The Uniform Coordinator is directly responsible to the President, the club committee and the members of Phoenix Basketball Club.

## **Responsibilities and duties**

- Coordinate the supply, demand, distribution of the Phoenix uniform
- Ensure that there are sufficient stock sizes on hand to supply all members requiring items of the Phoenix registered uniform
- Maintain an inventory system and undertake a stocktake at the conclusion of each season
- Attend monthly committee meetings on a regular basis and provide an inventory holding report for the committee
- If for any reason the Uniform Coordinator is unable to attend a committee meeting a written report should be submitted to President and Secretary prior to a scheduled meeting.
- If required, additional items can be ordered and purchased in consultation with the president, treasurer and secretary
- Place the orders with the appropriate supplier or manufacturer and the pickup of stock/uniforms

- Uniform prices shall be determined by the President, Treasurer and Secretary in consultation with the committee.
- Ensure adequate stock is available at the commencement of the season
- Keep an accurate record of stock/uniforms issued to members
- In consultation with treasurer take monies/payment for uniforms and receipts for all monies paid
- Take orders and organise new uniforms for start of season

## **Knowledge and skills required**

- Can communicate effectively
- Knowledge of Phoenix's constitution
- Computer literacy
- Basic bookkeeping skills

*Attendance at a minimum of one in every three meetings is required or the position of Uniform Coordinator will be deemed vacant and available to be filled by someone else.*

**Thank you for volunteering your time to help our kids. If there are any issues, please don't hesitate to contact any of the Committee members, who will be able to help you.**

**... and don't forget to *Have fun!***