



MERCHANDISING OFFICER PROFILE

Responsible to: Lace Society Committee

Main Purpose: To research the quality, suitability, supply and costs of items to be offered for sale on behalf of the Lace Society and to present to the committee same for their consideration.

Responsibilities:

- To purchase agreed items and recommend prices for retail thereof.
- To maintain appropriate levels of previously agreed stock items.
- To recommend appropriate increase in prices to reflect charges in the prices charged for packaging, postage and other stationery items in connection with dispatch of orders.
- To receive orders, pick items and dispatch.
- To maintain records of all orders received and dispatched.
- To provide reports to the Secretary for each Committee meeting 3 weeks before the meeting date. These reports to be as Word documents and/or Excel spread sheets in agreed Lace Society format.
- To submit annual return to the Treasurer detailing sales and expenditure for purpose of audit and inclusion in the Society's accounts.
- To provide the Editor with regular updates on merchandise available to be included in the newsletter.
- To support the Editor in providing suitable patterns and articles for inclusion in the newsletter.
- To provide the Web Site Officer with regular updates on merchandise available to be included on the web site/Facebook
- To carry out, under the direction of the Chair such suitable duties as from time to time decided by the committee.

MJW January 2017