



# Committee Roles

<b>Title</b>	Uniform Co-ordinator
<b>Position Summary</b>	To oversee the stock management of the Essendon Netball Club uniforms for both Junior and Senior members
<b>Key duties and responsibilities</b>	<p>Provide netball uniforms to members</p> <p>Set up 'Uniform Store' on the relevant online platform</p> <p>Monitor and ensure payment of uniforms against purchase, and liaise with players regarding uniform collection</p> <p>Report to the Committee on any uniform related matters</p> <p>Research suppliers and report back to the Committee where necessary</p> <p>Liaise with, and order any uniforms from, suppliers at least 6 weeks prior to main uniform events eg start of seasons, and monitor orders against delivery of stock</p> <p>Maintain accurate records of uniform stock levels by undertaking regular stocktakes at least twice (x2) per year</p> <p>Market/advertise uniforms at Club events</p> <p>Attend ENC Presentation Night</p> <p>Attend the Annual General Meeting (AGM)</p> <p>Manage <b>uniforms@essendonnetballclub.com.au</b></p>