



# Role of the Merchandise Manager

---

## Introduction

This factsheet explains the role of the SSAGO Merchandise Manager. Its main purpose is for those thinking of applying for the position to gain an insight into what the position entails.

## What is the Merchandise Manager?

The Merchandise Manager is an assistant to the SSAGO executive committee. Their role is to maintain the SSAGO shop. The Merchandise Manager is responsible for maintaining adequate stock levels of all SSAGO merchandise, dealing with online orders and opening the shop at all National Events.

## How do I order merchandise?

Once appointed to the position of merchandise manager the SSAGO treasurer will be responsible for providing you with all the details of where the merchandise is sourced from. This is provided through a factsheet 'Restocking Merchandise'. No merchandise should be ordered without prior permission by the treasurer. The treasurer MUST approve any expenditure. The treasurer will also provide details of how to provide payment for any orders made.

## What records must I keep?

Basic accounts must be produced for all merchandise sales throughout the year. The treasurer will provide a suitable spreadsheet in which to record this which will then fit into the main accounts presented to the organisation at the SSAGO AGM. The treasurer may ask to see these records at any time in the year.

## Things to consider before applying

As the SSAGO merchandise consists of small pin badges all the way to large hoodies anyone considering applying for this position must ensure they have suitable space to store all of this. The shop needs to be opened at all National Events. If it is unlikely that you will make the events or do not have adequate transport to bring the merchandise to events then you must consider if it would be appropriate for you to apply for the position. When items are ordered from the online shop they should be sent out as promptly as possible. It is essential that your time allows for you to package up items and visit the post office as regularly as the orders require.



## How do I apply for the position?

The executive assistant's roles are reviewed every year but this does not necessarily mean they will be opened for re-appointment each year. When they are opened this should be announced to members via email and on the SSAGO messageboard. This will provide the exact details of how to apply. It is likely to be a simple email detailing your SSAGO experience and why you would be good in the position of Merchandise Manager.

The executive committee are responsible for evaluating and appointing the executive assistants, it is not put to member's vote.