



THE  
ORDER OF AUSTRALIA  
ASSOCIATION  
VICTORIA BRANCH

## Order of Australia Association Victoria Branch Merchandise Co-ordinator Position Description

Position Description to be read in conjunction with 'Key responsibilities for all OAA VIC Branch committee members' and the Meeting & Events Schedule

**Ideal skills:** A business background and experience managing budgets, retail and stock turnover

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### **Purpose of Position**

a) To oversee the management of matters pertaining to purchasing and marketing of suitable merchandise that meets to needs of the Order of Australia Association membership on behalf of National.

The Merchandise Shop is on-line; plus sales via mail, telephone and email. Stock is sold by Branches and Regional Groups Australia wide at events and via marketing plus annual national conference

b) Carry a minimal amount of stock.

### **Merchandise Co-ordinator**

a) Co-ordinator has authority to reorder/restock current stock approved by VIC Branch committee as part of the annual budget. At times committee makes decisions not to reorder certain stock lines.

b) VIC Branch Treasurer issues Purchase Orders for all stock ordered including reorders for inventory purposes

c) Quotes for new stock items require VIC Branch committee approval, quote to include all related costs, dimensions and anticipated delivery date

d) Obtain new stock quotes, purchasing, marketing, sales, stock levels and management of Order of Australia Association Merchandise Shop.

Note there are Merchandise procedures, processes and EFTPOS guidelines prepared July 2022.

### **Marketing**

a) Review and when necessary update the Merchandise Order Form prior to each edition of quarterly *The Order* national magazine

b) Undertake the necessary action to ensure the merchandise items, descriptions; selling price and order form on the OAA Merchandise Shop website are up to date

c) Advise Branches when new stock items arrive and when items are removed from the shop.

d) Prepare marketing for inclusion in the VIC Branch E-Newsletter as required.

e) Prepare e-blasts for sending, via national, to promote items of merchandise on a seasonal basis for on-line shopping only.

## **Reporting**

VIC Branch Treasurer provides financial report for inclusion in meeting agenda packs; under Merchandise, report on sales, marketing, current stock levels, any recommendations relating to new stock items and any variances with the annual budget.

## **National Conference**

Liaise with the Branch hosting the national conference to ensure merchandise items are available for sale to members attending the conference.

As a trial for the 2024 national conference in WA delegates will have the opportunity to pre-order merchandise for collection at the conference.

## **OAA National Agreement**

In conjunction with the VIC Branch Treasurer and Branch Chair, undertake the necessary steps to calculate and forward to national its agreed share of sales less related expenses of merchandise before 30 June 30 and 23 December. Xero Inventory, Merchandise on-line stock and physical stocktake is part of the reporting process.

Current 29 January 2024