

Merchandise Committee Chair Job Description

Committee Chairs have a strategic role to play in representing the vision and purpose of Whatcom Pride. This volunteer role ensures that their committee functions properly, has full participation at meetings, relevant matters are discussed and that effective decisions are made and carried out.

The Merchandise Committee is responsible for organizing the printing of merchandise, merchandise pre-sale, and merchandise sale on the day of the events. The committee chair is responsible for coordinating volunteers in the committee and ensures they are informed and able to facilitate a successful merchandise purchasing experience for all attendees.

Responsibilities

Ensure the Merchandise Committee functions properly:

- To plan and run meetings as needed
- Plan for recruitment and renewal of Merchandise Committee volunteers in coordination with Board of Directors and Volunteer Coordinator
- Communicate with Whatcom Pride Board of Directors regarding decisions, progress, and event status.

Merchandise Sourcing:

- Vet and select print shop for sale of Whatcom Pride merchandise, with approval from Board of Directors,
- Source a wide variety of sizes and styles for equitable options in merchandise
- Organize pre-orders of merchandise and coordinate pick up as needed

Day-Of Support:

- Work with Vendor Committee and Logistics Committee to arrange merchandise pick-up and point-of-sale location(s)
- Coordinate volunteers to staff merchandise pick up and sale location(s)
- Manage point of sale, including digital payment system and cash payments

Qualities and Skills Required

- Strong leadership skills
- Good communication and interpersonal skills
- Ability to represent Whatcom Pride in a professional and positive manner
- Experience handling money, managing volunteers, and sourcing merchandise preferred