



WCB JOB DESCRIPTION – MARKETING AND MERCHANDISE SECRETARY

- Produce Newsletters on a 3 month basis
- Manage merchandise budget
- Create admin framework for season.
- Prepare a successor

Task	Detail	When
Produce Newsletters	Ensure that timely newsletters are published with any snippets of information, history etc that may be of interest to WCB members. Liaison between other committee members is required. Copies are only uploaded to website.	Jan, Mar, Aug, Oct
Manage Merchandise Budget	Identify items of merchandise that may promote the WCB. Items are normally sold on the match day coach but details can be published on the website.	As required
Create admin framework for season.	Set up a folder and number of spreadsheets to keep track of stock	As required
Prepare a successor	The preparing of a successor requires full briefings on the role, problem solving and mentoring.	As required