



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Apparel

Objective:

The Apparel Director (AD) helps each division by meeting monthly to go over details of orders, spending and timelines. All meeting held with vendors should be held with three or more members with notes taken at each meeting. AD will keep board up to date on spending/profits and dates of selling. The AD works with the Equipment Director, Registrar, Treasurer and Secretary to determine equipment handout, verification dates for books, on line orders or through mail, and accounting. The AD sets up at every home game as well as coordinate with high school and community to continue selling of goods.

Responsibilities:

Our goal is to find the best apparel / equipment at the best price.

1. Equipment
 2. Coaches Apparel
 3. General Apparel
 4. Coaches
 5. Newsletter
- Develop an annual apparel budget/plan for Board approval
 - Present an updated profit/loss statement to the Board, for every scheduled Board meeting
 - Obtain and present a minimum of (3) bids pertaining to apparel, to the Board for voting, prior to purchasing any apparel
 - Order, purchase, and inventory merchandise approved by the Board
 - Properly and accurately documents sales of all merchandise sold. Submits all monies collected after a purchasing event to the Treasurer within 24 hours of receipt of funds. Sales must reconcile to the money collected
 - Manage the merchandise booth operation on game day and during designated practice/events
 - Direct parent volunteers in merchandise set up, operation, and clean up
 - Maintain, sell, secure, and perform regular inventory on merchandise sold as decided by the Board
 - Maintain and update a record of contacts, vendors, etc.
 - Perform other duties as prescribed by the Board
 - Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary
 - Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file