

## Terms of Reference

### Merchandise Representative, Canadian Military Wives Choirs Association

#### Overall Role:

Anticipates product need and acts as a sourcer and purchaser of CMWC branded apparel and merchandise

#### Responsibilities:

1. Source/design new items to sell as fundraisers for the CMWC Association
2. Source/design new items to include on CMWC branded apparel list
3. Maintain good working relationships with product suppliers
4. Obtain and tests samples of potential products
5. Ensure all items purchased and supplied maintain a brand standard for quality and style
6. Correspond via phone or email with suppliers and purchasers for purchase orders
7. Set order deadlines, receive merchandise orders from choirs and collate information
8. Coordinate with the CMWCA Treasurer when invoicing items purchased and sold. Maintain product overhead and assist in shipping on an as needed basis.
9. Attend Association Board of Directors meetings
10. Hold voting rights as a member of the Association Board of Directors
11. Review and approves minutes of previous meetings at each regular meeting
12. Review and approves monthly financial statements at each regular meeting
13. Obtain a Criminal Record Check within 6 months of securing position

#### Skills/Experience needed

1. Knowledge of Canadian Military Wives brand and vision
  2. Ability to communicate clearly both verbal and written
  3. Bargaining or negotiating skills are an asset but not necessary
  4. Computer skills - familiarity with Dropbox, online conference calls, Google suite; docs, G drive, Gmail, sheets,
  5. Willingness to devote the necessary time and effort
- Strategic vision
6. Good, independent judgment
  7. Ability to think creatively
  8. Willingness to speak their mind
  9. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
  10. Ability to work effectively as a member of a team