State Emergency Service
Association of NSW

Terms of Reference

Merchandise & Retail Sub-Committee

1. Purpose

The Merchandise & Retail Sub-Committee provides advice and support to the Committee in relation to the identification, development, and supply of Association merchandise.

This includes supporting the Association's objectives through appropriate merchandise offerings for members and supporters, and facilitating retail activity approved by the Committee.

2. Authority

The Merchandise & Retail Sub-Committee is established under Clause 24 of the Constitution and Rule 22 of the Association Rules. Functions are delegated by the Committee as set out in the Instrument of Delegation. The Sub-Committee makes recommendations only and does not have the authority to bind the Association.

3. Responsibilities

The Merchandise & Retail Sub-Committee shall:

- Identify and recommend suitable merchandise items consistent with the Association's brand, values, and member expectations.
- Assisting in the development, sourcing, and procurement of merchandise, including engagement with suppliers, manufacturers, or service providers, subject to Committee approval.
- Providing advice to the Committee on pricing, product ranges, stock levels, and distribution methods for Association merchandise.
- Supporting the operation of the Association's online merchandise store, including product availability, presentation, and fulfillment arrangements, as approved by the Committee.
- Supporting the planning and operation of in-person retail activities at events, activations, or locations approved by the Committee.
- Monitoring merchandise performance and providing feedback or recommendations to the Committee on demand, viability, and future opportunities.
- Ensuring merchandise activities are conducted in a manner consistent with the Association's governance, financial controls, and not-for-profit status.

4. Membership

- Membership of the Merchandise & Retail Sub-Committee are appointed by the Committee.
- Membership should include individuals with experience or interest in retail, logistics, design, branding, or procurement
- A Chair shall be appointed by the Committee to coordinate the Sub-Committee's activities.
- The Sub-Committee may seek input from other member or external parties where specialist advice is required, subject to Committee direction.

5. Reporting

- The Merchandise & Retail Sub-Committee reports to the Committee through its Chair.
- Advice, findings, and recommendations are to be provided in written or verbal form as requested by the Committee.
- Minutes of meetings must be kept in accordance with Rule 30 and submitted to the Committee.
- The Chair will provide a summary report and recommendations to each Committee meeting.

6. Document Control

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This Terms of Reference may only be amended or revoked by resolution of the Committee, in accordance with Constitution and Association Rules.