



Hampshire County Youth Band Association (HCYBA)

Uniform Officer

Purpose

To ensure that band members have uniform to purchase and that all records relating to inventory, orders and sale are accurate and up to date.

Responsibilities

- Hold uniform stock (or arrange for this to be stored).
- Ensure that there is sufficient uniform stock to meet demand and place Uniform orders with suppliers as required.
- Ensure that the Uniform order form is updated as required (Google form on HCYBA Chairman google drive).
- Lead on liaison with parents re orders. Issue stock and check with the Treasurer that payment is received for Uniform that has been ordered.
- Ensure the inventory spreadsheet is updated as stock is issued/ordered.
- Maintain a pre-loved stock that is accounted for in the same way.
- Provide updates to the Committee on stock/purchases and costs.
- Lead on the provision of Tour uniforms as required (polo tops and hoodies). This includes liaising with HMS about requirements, collating orders, reconciling payments to orders and liaising with Suppliers re orders.