



Woolwich *Girls* Minor Hockey Association

Job Description	
Executive Position	Spirit Wear
Duties - Monthly	<ul style="list-style-type: none"> • Refer team staff and parents to preferred vendor for spirit wear orders • Ensure the proper items are being sold to reflect consistency with all teams • Discuss clothing item requests with other executive members and vendor for approval
Time Required	<ul style="list-style-type: none"> • 4 hours per month in the beginning of the season, the balance will be dependent upon requests
Duties - Annually	<ul style="list-style-type: none"> • Book preferred vendor for photo night to sell spirit wear and room at the arena • Put out a tender for new vendor every 2 years and schedule presentations to executive • Work with vendor on deciding spirit wear items for the season and gifts for players for the end of the season banquet
Time Required	<ul style="list-style-type: none"> • 4 hours
Peak Period	<ul style="list-style-type: none"> • September and October are the busiest months. During the rest of the year the workload depends on requests that come through.
Skill Sets Required	<ul style="list-style-type: none"> • Organized • Attention to detail