



Bracknell Conservation Volunteers  
Post holder specification  
Clothing Co-Ordinator

- 1) Originally collated quotes from three companies for supplying clothing with our logo - t-shirts offered free to new members, other items offered for members to purchase if required.
- 2) Send information to members including prices for each item available.
- 3) Collect orders from members including any money owed. Pass orders and monies to Treasurer.
- 4) Send order to supplier.
- 5) Collect order from supplier when available.
- 6) Distribute items to individuals and collect any money outstanding.
- 7) Store stock items.
- 8) Bring items to tasks when required by new members.
- 9) Keep stock list up to date.
- 10) Liaise with Treasurer if stock is getting low.
- 11) Order more stock when necessary.