

Merchandise Buyer: **can be done remotely**

The Merchandise Buyer works with the Spirit Merchandise Team to offer merchandise for sale.

Key Responsibilities of the Merchandise Buyer:

- Investigates and recommends potential new products.
 - Brainstorms with team about possible offerings. Research availability, quality, cost, etc of items with Stanford approved vendors.
 - For each potential new item, document the item name/vendor/item link, a chart with the price breaks, set up fees, estimated cost of shipping/handling, and if a free sample is available. When available, free samples would be shipped to the Merchandise Team Chair to evaluate. We typically start with a minimum order to test how popular items are, but we also consider volume discounts.
 - Work with the team to identify which items to investigate further.
 - All expenditures for merchandise must be approved by the Board of Directors prior to purchase.
 - All products sold by the Parents' Club must be produced by Stanford licensed vendors who have agreed to pay royalties and follow trademark policies. Items we sell must be approved by Stanford.
 - Crafters who wish to use Stanford's trademarks on handcrafted items must also be licensed.
- Work with the Merchandise Team Chair to secure Board and Stanford approval. When approvals have been secured, the Merchandise Team Chair will purchase the ite