

The Parents' Club offers family-oriented Stanford merchandise for sale. In addition to providing a service for Stanford families, sales of merchandise support the Parents' Club Scholarship Fund and other programs for Stanford students and families.

Merchandise Team Chair

The Merchandise Team Chair organizes the Merchandise Team, consisting of the Sales Table Chair (who manages the sales table at on-campus events), the Online Sales Chair (who manages online sales), the Merchandise Buyer (who researches/purchases merchandise), the Merchandise Record Keeper (who maintains detailed inventory records), the Merchandise Storekeeper (who stores the merchandise), and the Merchandise Support Team (who assist with merchandise decisions, inventory management, and fulfillment of orders).

The Merchandise Team Chair will:

- Ensure that all Stanford and club policies and procedures are followed.
- Seek and consider “best practices” to streamline purchases and sales of Spirit Merchandise.
- Facilitate communication and planning among the Spirit Merchandise Chairs. Oversee all merchandise activities.
- Work with the team to make product purchase and pricing recommendations to the club's Board of Directors and secure approval.
- Develop a plan and a calendar so that merchandise is selected, ordered/reordered, received, inspected, approved, and readied for sale in plenty of time for each sales event. Note: most items require Stanford approval in addition to Board approval.
- Purchases inventory and alerts the Merchandise Storekeeper of pending shipments.
- Ensures that merchandise purchases, products, activities, sales results, and inventory are well documented in the corporate records and that inventory records stay up to date.
- With the Inventory Records Chair, provides inventory and price sheets to Sales Chairs prior to each sale so Sales Chairs and volunteers can quickly inventory the merchandise before it is packed up. Asks for a post-sale count of items from the Sales Chairs.
- For Sales Events:
 - Touch base with the Merchandise Chairs regularly to ensure that planning is going smoothly. Attend as much of the sales events as possible and oversee event execution.
 - At the end of each sales event:
 - Thank the Merchandise Chairs and ensure that the Chairs thank their volunteers.
 - Ensure that Chairs/volunteers properly inventory, organize, and store merchandise, and that Chairs submit an event report at the end of each sale.
- At the end of the year, update the report and documents for the Merchandise Team Chair position.