

Tri-Anglia Role Description



Role: Club Kit Officer

Doc History: Created 16 March 2018 version 0.01

Responsible to:

- Committee
- Club members

Purpose:

- Management of the stock and ordering of club kit. Club kit being the garments worn by club members at races.

Commitment:

- Ad hoc maintenance of club race kit.

Role Responsibilities

- Liaison with Club kit supplier for design of kit, new items, orders etc
- Organises order and distribution of Club kit to members
- Maintains Club kit stock list
- Manages sale of Club kit at Annual General meetings and other appropriate club gatherings.
- Contributes relevant appropriate content to club website and club newsletter.

Skills and Qualities

- Methodical and organised.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete
- Is a member of Tri-Anglia and complies with the club's Code of Conduct

Recognition

- Following years club membership.

Role Appointment Acceptance – Club Kit Officer

Appointed Club Kit Officer

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____