

Tri-Anglia Role Description



Role: **Equipment Officer**

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Responsible to:

- Committee
- Club members

Purpose:

- Management of club's equipment and lockup.

Commitment:

- Ad Hoc maintenance of club equipment and lockup.

Role Responsibilities

- Ensures maintenance of Club equipment – arranging for repairs and replacement as necessary
- Keeps the lock-up tidy.
- Maintains records of club equipment.
- Maintains access to club lockup – records of who holds keys to the club lockup.
- Co-ordinates loan of equipment to race directors, club coaches, other races, other clubs.
- Reporting to committee on repairs and replacements.

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 – Equipment Officer

Appointed Social Secretary

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____