



# ***Office Bearer***

## ***Position Description***

### **Equipment Officer**

The equipment officer is to maintain safe operation and longevity of club equipment. The role generally encompassed the acquisition, management and protection of club equipment.

The equipment officer reports directly to the President and members of the Byford Bushrangers Inc.

The equipment officer is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant. The Equipment officer has full voting rights on all matters.

#### ***Responsibilities and Duties***

The equipment officer should:

- Prepare, coordinate transport of all playing equipment for competition days
  - Undertake a review of all club equipment and identify the club's equipment needs for the upcoming season
  - Repair equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used)
  - Identify new equipment needs, obtain quotes and seek approval from the committee to purchase the equipment
  - Update the equipment register for all new equipment purchased
  - Allocate club equipment, updating the equipment register to note who is now responsible for each piece of club equipment
  - Liaise with equipment suppliers for purchases and maintenance
  - Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition
  - Ensure club equipment not being used is stored in a manner conducive to its safe use and longevity
  - Collect all equipment to be stored during the off season (updating the equipment register)
  - Coordinate end of season cleaning and pack down of the storeroom
  - Review and repair any equipment requiring attention
  - Follow up equipment not returned as required
  - Attend all Committee members
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### *Knowledge and Skills Required*

Ideally the equipment officer is someone who is:

- Well organised
- Good communication skills, including written and oral.
- Willing to follow up missing equipment
- Strong understanding of the equipment needs of the club
- Well informed of all organisation activities
- Aware of the future directions and plans of members and the club
- Has a good working knowledge of the Rules of Association, By laws, Policies and the duties of all office holders and subcommittees
- Hold or willing to apply for a current volunteer “working with children” check (if relevant)

If at any stage the equipment officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the equipment officer of the club is;

#### **Preseason**

- approximately 1 hour per week,
- dedicated day to hand out equipment

#### **mid-season**

- as required on competition days to open and close
- up to 1 hours sourcing managing equipment

#### **Post season**

- 5-8 hours to receipt equipment
- Clean and sort storeroom

The Registrar is appointed for a term of 12 months or by special resolution.

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