



Position Description – Equipment Officer

The role of the Equipment Officer is to provide support and advice to the committee on matters relating to equipment purchase and management.

Desirable Attributes:

The Equipment Officer should:

- have a good understanding of stock management and purchasing.
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of coaches, referees and players
- be a good role model and a positive image for the Club in representing the Club
- be able to raise concerns with the Committee where they arise

Specific duties include but are not limited to:

- Attend committee meetings to report on equipment matters.
- Responsible for the maintenance of accurate records of equipment held by the club.
- Investigate supply opportunities to ensure best value for the club.
- Management of approved equipment orders from suppliers.
- Distribution of equipment to coaches as required
- Maintain a record of "loaned" equipment and be responsible for returns.

Document Version	Date Approved	Review Date
PD/UMO 1.02	17 October 2021	October 2023