

## EQUIPMENT OFFICER

INSERT  
YOUR  
CLUB LOGO

**REPORTS TO** Committee

### PURPOSE OF THE ROLE

The Equipment Officers main purpose is to maintain safe operation and durability of equipment.

### QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- High communication skills
- Well organised, honest and trustworthy
- Strong understanding of the equipment needs of the club
- Ability to work with a variety of stakeholders

### DUTIES AND RESPONSIBILITIES

Prior, during and post season duties for the Equipment Officer duties may include but are not limited to:

- Identifying the club's equipment needs for the upcoming season.
- Repair equipment as required and disposing of equipment that is no longer usable.
- Obtain quotes and seek approval from the committee to purchase new equipment for the upcoming season.
- Maintain and update the equipment register for any new purchases.
- Maintain a budget and ensure all equipment is ordered and distributed appropriately.
- Allocate club equipment to appropriate club officers and keep track of who is responsible for each item in the equipment register.

During the season duties may include:

- Communicating with appropriate club officers throughout the season to ensure enough equipment is supplied.
- Ensure the equipment storage rooms are tidy.
- Ensure those using club equipment have been trained or are qualified to do so.

Post season duties may include:

- Update equipment register whilst collecting all equipment to be stored during off season
- Review and repair any equipment where necessary
- Follow up on non-returned equipment
- Ensure equipment register is up to date and important information of where equipment is currently stored and who is in possession/still in use of equipment.
- Review and notify the committee of equipment requirements for the following season
- Review and update position description to ensure it continues to reflect the requirements of the role

**TIME COMMITMENT** 1-2 hours per week or as requested.