

SUNTRECKERS – Equipment officer Job Description

EQUIPMENT OFFICER

General management responsibilities together with specific responsibilities in the following terms:

1. Responsibility for the purchase of all stock held for sale to members of the Association also general items of equipment not for resale as agreed by the Committee from time to time and submission of accounts to the Treasurer for payment.
2. Maintaining a stock control record of stock for sale and all Association equipment, including the contents of the Gala Rally Trailer, and periodically reconcile such records with the Treasurer's records.
3. Agreeing in conjunction with the Treasurer the sale price of stock for sale.
4. Distribution of stock to National Committee members for sale.
5. Collection of money received from sale of stock and payment to the Treasurer.
6. Distribution of direction signs and flags to Rally Officers.
7. Storage of stock and equipment not already distributed.
8. Arranging for a written report to be produced to the National Committee when requested.
9. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
10. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
11. Any other duties reasonably falling within the purview of this post and agreed by the National Committee.