

PORTFOLIO DESCRIPTION - EQUIPMENT

Works in conjunction with :

Other Portfolios - President ; Secretary ; VP's ; Uniforms ; Media

External to Committee - Suppliers ; Team Managers ; Coaches ; Members

Responsibilities and Duties :

- ◆ Keep accurate record / spreadsheet of ALL Club Baseball Gear & Equipment
- ◆ Prepare Gear bags for all Teams (Senior & Junior)
- ◆ Liaise with VP'S and Coaches / Team Managers for collection of Gear Bags
- ◆ Source / purchase new equipment as required on approval of Committee
- ◆ Utilise Suppliers for donations of prizes for Club Social events (eg. Quiz Night)
- ◆ Source other equipment needs as required
- ◆ Ensure Equipment and gear is in good repair and safe to use
- ◆ Liaise with VP's & Coaches for return of Gear Bags & equipment at end of season
- ◆ End of season stock take / update records
- ◆ Arrange storage / disposal of broken/unwanted/ unused gear / equipment
- ◆ Table a Report at all committee meetings

Knowledge and Skills Required :

The person performing the portfolio is someone who:

- ◆ Has good effective communication
- ◆ Has good computer skills (Word & excel)
- ◆ Is well organised
- ◆ Able to work in a logical and orderly manner
- ◆ Ability to undertake some Tasks during Business hours if required