



JOB DESCRIPTION

JOB TITLE: Kit Officer
POST HOLDER: Nicola Manning
RESPONSIBLE TO: Chairperson

Role:

To organise and supply the official club kit.

Main Duties:

- To negotiate a supplier for kit items and ensure a good price is obtained on all items.
- To confirm with the Committee any large purchases of kit.
- Maintain a stock of kit for members to purchase on club nights.
- Be available to members so that they can purchase club kit.
- Maintain a list of sales and stock.
- Pass any cash promptly to the Treasurer.
- To research the possibility of new items of kit or accessories as and when requested by members or the committee.
- Attending monthly committee meetings, the AGM and any extraordinary general meetings when called.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee