

Property Officer

Role Outline

Track and maintain Club property

Key Objectives

To ensure all club property is maintained and available for use by members, that borrowed property is returned and all property is stored securely

Key Responsibilities

- a. Maintain control of all Club assets, store and distribute equipment as required.
- b. Keep a register of assets and their movement.
- c. Organise routine maintenance of equipment.
- d. Report the need for additional equipment purchase to the Committee and/or organise equipment purchases as directed by the Committee.
- e. Arrange the timely engraving of all Honours Boards, the perpetual President's trophy (shield) and any other such Club "trophies" which require updates
- f. Ensure team manager kits are up to date and ready for season
- g. Ensure all goalie gear is fit for use and ready for collection by each team

Scope of the Role

This position will be responsible for all Club assets

Liaison With

1. President
2. Treasurer – for budgeting and planning of asset related expenses
3. Junior directors
4. Club members

The post holder will be responsible to

President

Meetings to attend

As required (e.g. pre-season planning meetings)