

**ROLE:** Kit Officer

**RESPONSIBLE TO:** Chairman

**PURPOSE:** Arrange, receive and distribute club kit orders, maintain stock, liaise with providers for design changes.

**COMMITMENT:** 4+ meetings a year plus ad hoc admin tasks.

### **Roles and Responsibilities**

- To develop and maintain relationships with kit providers.
- To ensure the availability of kit for members throughout the year, via stock and orders.
- Quality assure kit before it goes on sale.
- Liaise with providers for design changes etc.
- To provide a report for each committee meeting.
- Prepare an end of year report for consideration at the club AGM.

### **Skills and Qualities**

- Organised
- Methodical
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discrete

NAME (please print)			
SIGNED		DATE	