



# **Somerset County Archery Association**

**\*\*\* Role of the Equipment Officer \*\*\*  
(TR15)**

## **INTRODUCTION**

The position of Equipment Officer is extremely important for the Association. As an elected member of The Association you will also be a member of the Council under Clauses 24 and 29 of the Association's Constitution which states:

The Council shall comprise of the Officers, the Retiring Chairman, Specialist Officers elected at the Annual General Meeting, Co-opted Members, and one member from each affiliated Club

## **SPECIFIC DUTIES & RESPONSIBILITIES**

The following will be the specific responsibility of the Equipment Officer who shall:

- 1) Be a central person in charge of the storage, maintenance and purchase of equipment on behalf of the County;
- 2) Ensure all equipment and storage facilities are well maintained and safe;
- 3) Ensure all equipment is checked prior to use to ensure that they are safe to use;
- 4) Ensure any safety-related issues are dealt with appropriately;
- 5) Keep appropriate equipment inventory and status records of Association equipment;
- 6) Work with the Treasurer if equipment needs to be purchased to ensure best value is achieved;
- 7) Organise any maintenance work-groups and/or work-days if required;
- 8) Work within the budget annually agreed/set by the Executive/Treasurer/Council;
- 9) Keep the Executive informed of equipment need in a timely manner should equipment issues arise;
- 10) Make recommendations on how to maintain and/or improve the Association's equipment status;
- 11) To attend County meetings whenever possible and give a report accounting processes;

The above could be subject to change should the Association's Constitution be amended or if duties or specific tasks need to be amended.

## **REQUIRED SKILLS, QUALIFICATIONS AND EXPERTISE**

It is important that the Association recognise the significance of this position and to this effect the postholder must be:

- 1) A member of the Governing Body AGB;
- 2) A Full Member of the Association;
- 3) 18 years of age or older;
- 4) Share and uphold the aims and objectives of the Association;
- 5) Familiar with and have a good understanding of archery equipment, its operation and maintenance.