# Bayswater Lacrosse Club



### Role Description

| **Job Title** | **Property Officer**  **Lacrosse** | | |
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| **Accountability** | Club Committee & Executive | | **5-6 hours per week pre season**  **1-2 during the season** |
| General Description - Objectives | | | |
| To ensure all property, equipment and uniforms in the club’s possession is not only accounted for but is also maintained to a satisfactory condition. | | | |
| Responsibilities | | | |
| * Maintain registers of all equipment on hand, i.e. owned, hired or on loaned. * Maintain an accurate uniform register for all grades, follow up outstanding uniforms. * Ensure any equipment that is damaged or unserviceable is reported at management committee meetings and make recommendations on replacement or repair as appropriate. * Maintain a team bag list of contents and stocktake preseason by January. * Organise spare uniforms and property for team mangers bags in conjunction with Club Manager * At the end of each season ensure uniforms and any equipment that has been on loan or hire is returned to the clubrooms on a priority basis. * Prepare monthly reports for presentation at Management Committee meetings * Prepare a list of all property/assets to assist the Director of Finance for reporting at the AGM. * Prepare annual report for AGM by second Wednesday in October and email to Club Manager * Assist officers and sub-committees in their duties. * Assist with other matters that may arise from time to time. | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable**  **Excel** | |
| Reporting | | | |
| * Provide a report on any aspect of the portfolio operations to the monthly Committee meeting. | | | |
| Relationships | | | |
| * Reports to the Club Committee. * Liaises with the Executive. * Liaises with key stakeholders. | | | |