# 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.
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| Qualifications - Accreditations |
| **Essential**  | **Desirable****Excel** |
| Reporting |
| * Provide a report on any aspect of the portfolio operations to the monthly Committee meeting.
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| Relationships |
| * Reports to the Club Committee.
* Liaises with the Executive.
* Liaises with key stakeholders.
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