

Supplies Officer

1. Purpose

The core purpose of the Supplies Officer is to manage the equipment needs of the Society members.

2. Duties

The main duties of the Supplies Officer include:

- Attendance at Society meetings;
- Managing the stock of basic supplies;
- Co-ordinating the ordering of larger kit items through the RA; and
- to produce a record of monthly/yearly sales and purchases to be provided to the Treasurer at the year end.

This list is not exhaustive and the Supplies Officer may be requested, from time to time, to undertake other ad hoc duties and responsibilities on behalf of the Society.

3. Accountabilities

The Supplies Officer is a co-opted position and as such, on a day to day basis they are accountable to the Secretary, Officers and other members of the Society Committee.

4. Working relationships

The Supplies Officer will work with other Committee members as required.

5. Other notes

The position of Membership Secretary is a good grounding for someone to meet and work with Society members. The knowledge and experience hopefully gained should enable the individual to take on other roles within Society.