

## **HOEOCA COMMITTEE POST - ROLE DESCRIPTION**

### **Supplies**

#### **ROLE PURPOSE**

For all club branded clothing, merchandise and “supplies” plus other ad hoc requirements; to take responsibility for identifying, procuring, selling and/or issuing and keeping track of stock.

#### **DUTIES & RESPONSIBILITIES**

1. To promote and make readily available, a range of club branded clothing (and merchandise) to members.
2. Generally, for all items required by the club and/or committee (including club branded clothing and merchandise)
  - a. Make proposals, agree requirement specification with the committee, or those identified within the committee as appropriate sub-group for that specific item(s)
  - b. Approach and determine appropriate potential suppliers for the item and obtain costs
  - c. Present potential purchase solution to the committee, or sub-committee group, as required
  - d. Order and purchase items on behalf of the club, from agreed supplier
  - e. Facilitate payment (either via club or personal plus reimbursement)
  - f. Liaise with Treasurer to ensure suppliers are paid as appropriate
3. Maintain a record of stock items/value and sales and liaise with treasurer regarding reported position in monthly accounts
4. For Rallies/Racing/Laying Up Supper and other events – issue Battle/Racing/Dress Flags and other items as needed and ensure return to stock
5. Responsible for keeping the Club cupboard tidy and removing/rehousing any excess items.
6. Update and maintain the supplies area of the club website.

#### **GENERAL**

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday of any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a “Meeter Greeter” at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.