



Equipment Officer

TITLE: EQUIPMENT OFFICER
REPORTS TO: WLA COMMITTEE CHAIRPERSON
COMMITMENT: ONE YEAR FROM THE AGM
REMUNERATION: VOLUNTEER POSITION

Role

The Equipment Officer is responsible for:

- Gear that WLA owns for development and for sale.
- Ensuring correct processes are carried out.
- Reports to the Chairperson

Responsibilities and Duties

Providing a quality organisation through:

- Keeping a spreadsheet of all gear that Waikato Lacrosse owns.
- Keeping track of who gear is lent to and when that gear is expected back.
- Creating written contracts with who gear is lent to, and then stocktaking that gear when it is returned.
- Stocktaking gear twice a year.
- Making sure the equipment needed is available.
- Reporting any broken equipment and issues to the WLA committee.
- Selling gear to people and ensuring it is paid for.
- Ensuring the WLA is viewed as a professional, well run and forward thinking organisation.
- Providing strong communication with and between clubs, schools, players, parents and any other member.
- Being a role model and providing positive leadership.
- Ensuring the health and safety of all involved with Waikato Lacrosse.
- Evaluating personal performance.
- Following all aspects of the WLA code of conduct, policies and regulations.

Knowledge and Skills Desired

- Strong communication, administration and time management skills.
- Passionate about the development of Waikato Lacrosse.