



HHRC 23/10/18

Club Kit Officer

NAME OF CLUB:	Hungerford Hares
ROLE:	Club Kit Officer
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Caroline Bowyer
START DATE: 23/10/18	END DATE: 23/10/19

Typical Responsibilities:

- Liaise with kit suppliers to obtain samples and negotiate prices for kit items.
- Maintain a stock of kit for sale to the club or, alternatively, ensuring the supplier can supply the kit at short notice.
- Maintain details of stock and sales and reporting this to the committee.
- Selling kit to club members, maintaining detailed records of sales and ensuring proceeds are passed to the Treasurer.
- Contribute to the design of club kit and review and propose new ranges to the committee.
- Maintain information of what's available and how to order.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position