

Stowmarket Striders Running Club

Volunteer Job Description



Club Kit Officer

Purpose and tasks:	To promote and sell club kit to the membership of the club. Tasks include: <ul style="list-style-type: none">▪ Promote the membership to wear club colours at race events.▪ To source and purchase club kit from suppliers with approval from the club's committee▪ To be available for membership to purchase club kit at club nights and race events.▪ To maintain stock records of club kit including recording when, what and to whom the kit has been sold.▪ Record all payments for club kit that has been received from the members and ensure there are no outstanding debts due from members.▪ Produce stock records at calendar year end to the treasurer of opening stock balance, movements in/out, and closing balance in both quantity and value.
Responsible to:	The Chairman and Treasurer.
Competences/Experience required:	Good organisational and record keeping skills. Ability to regularly attend the club nights to make club kit available to the membership.
Qualifications required:	None.
Commitment required:	Approximately ½ hour a week.
Support/Training required:	None required

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name Signed

Dated For Calendar Year