

North District Equipment Convenor Job Descriptor

Purpose

To manage the Equipment owned by the North District.

Person Specification

- Be or become a member of the SASA
- Good communication skills (verbal and written)
- Experience and knowledge of reporting methods
- Good organisational skills

The following may be acquired after taking post:

- Understanding of North District and Scottish Swimming structures
- Understanding of North District and Scottish Swimming Governance and Regulations

Main Duties

- To keep an inventory of all North District Equipment
- To receive applications from Clubs for the hire of the equipment and to process the necessary paperwork back to the hiring club and to the North District Treasurer for billing
- Prepare a Convenor's Report for North District Meetings
- Attend North District Meetings, Annual General Meeting and Management Meetings as required
- To check all equipment on a regular basis and to repair or get repaired as necessary
- To obtain costs for replacement of any broken or damaged equipment and gain approval from the North District Executive or District Meeting to proceed
- To work with North District Convenors to facilitate collection and transportation of the necessary equipment for use at North District Meets and Championships
- To work with the Trophies Officer to collect all trophies in a timely manner ensuring all have been cleaned & engraved from the previous year
- To work with Trophies Officer to ensure Medals are available at North District Meets and Championships
- To work with Trophies Officer to ensure there is a supply and inventory of Medals and to re-order as and when necessary

Training & Support

- On the job training and support from previous post holder
- Support from North District Executive