



# Committee Roles

<b>Title</b>	Equipment Co-ordinator
<b>Position Summary</b>	To ensure adequate equipment supplies for Essendon Netball Club Junior and Senior players and coaches
<b>Key duties and responsibilities</b>	<p>Prior to commencement of the season, liaise with Head Coach, coaches and Team Manager Co-ordinator/Team Managers to ensure each team has all the required equipment (water bottle bags, netballs, bibs, First Aid Kit) to successfully participate in training and games</p> <p>Report to the Committee on any equipment related matters</p> <p>Liaise with, and order any equipment from suppliers, and monitor the order against delivery of stock</p> <p>Maintain accurate records of equipment stock levels by undertaking regular stocktakes at least twice (x2) per year and replacing any damaged/faulty or old equipment, this includes regularly checking the storage bins located at Aberfeldie Primary School</p> <p>Attend ENC Presentation Night</p> <p>Attend the Annual General Meeting (AGM)</p> <p>Manage <a href="mailto:equipment@essendonnetballclub.com.au">equipment@essendonnetballclub.com.au</a></p>