



Committee Role Description

Job Title:	Equipment Officer
Scope:	To maintain purchased stocks of equipment and clothing (kit) as provided by Romsey Wasps to facilitate training and games.
Reports to:	Romsey Wasps Committee
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none">• Buying kit and equipment as directed at Committee to maintain acceptable levels of stock.• Liasing with Age Group Head Coaches and Managers to understand the requirement for kit throughout the different age groups	
LIAISON WITH	
<ul style="list-style-type: none">• Wasps Age Group Coaches, Managers and the Treasurer	
MEETINGS TO ATTEND	
<ul style="list-style-type: none">• The monthly Wasps Committee Meeting• The Annual AGM	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release