

# Kit Officer

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**RESPONSIBLE TO:** The Club Committee and Club Treasurer

- SKILLS REQUIRED:**
- Good organisational skills
  - Motivated
  - Good communication Skills
  - Prepared to make a regular time commitment
  - Ability to keep accurate financial records

- MAIN DUTIES:**
- Implement and oversee kit order system for the club
  - Liaise with club coaches and members regarding kit orders
  - Keep up to date and accurate records of stock
  - Report to the club treasurer and finance team
  - Communicate with key suppliers to make orders and source new club items
  - Attend committee meetings and update as necessary