

## Role Outline: Quartermaster

The role of Quartermaster is to control and monitor all club owned equipment and to be responsible for keeping an up to date inventory for all club equipment. The Q.M. will monitor and replenish First Aid supplies in the Clubs First Aid Kit as necessary.

**Responsible to:** Chairperson/President **Responsible for:** (as appropriate)

Main Duties	Skills Required
<ul style="list-style-type: none"><li>• Keeping Records</li><li>• Liaising with members, post holders and external agencies</li><li>• Annually – all boats checked for defects and condition of Buoyancy bags checked. All paddles and other equipment for use on the water to be checked for defects.</li><li>• Quarterly – a check of club equipment to be carried out regardless of any reported defects.</li><li>• Monthly - maintenance checks of equipment and any non urgent repairs to be carried out</li><li>• Weekly – equipment defect log to be checked and any urgent or essential repairs to be carried out. Where a repair cannot be affected immediately or the equipment is beyond repair, then the equipment should be labelled and/or removed from the club to prevent it being used</li><li>• To attend any BCU/Canoe England meetings as appropriate</li></ul>	<ul style="list-style-type: none"><li>• Confident and Effective communicator</li><li>• Great organisation/IT skills</li><li>• Enthusiastic</li><li>• Good communication skills</li></ul>

### The Commitment we are looking for

Meetings are held at location suitable for all committee members. In addition, the AGM is held in April each year. The term of office is for one year starting on 30<sup>th</sup> April. We need you to have your own IT equipment, including a printer.

### Our Commitment to you

We pay your expenses in accordance with our expense policy. Where possible, mentoring and/or training is made available.