**[Club Name]**

position description – equipment officer

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

*(Note: This is likely to be a role that is not necessarily a committee member, reporting to the club committee should be clearly defined and outcomes ideally based off a strategic plan.)*

The primary role of the Equipment Officer is to maintain the safe operation and longevity of club equipment. The role generally encompassed the acquisition, management, and protection of club equipment.

# Role REsponsibilties

## Prior to the season

* Undertake a review of all club equipment and identify the club’s equipment needs for the upcoming season.
* Review all club equipment from an operational and safety perspective. Organise for equipment to be repaired or dispose of equipment no longer usable.
* Identify new equipment needs for the upcoming season, obtain quotes, and seek approval from the committee to purchase the equipment or work within predefined budgets.
* Update the equipment register for all new equipment purchased or no longer being used.
* Liaise with equipment suppliers for purchases and maintenance.

## During the season

* Ensure those using club equipment have been trained or qualified to do so, if required.
* Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition.
* Ensure club equipment not being used is stored in a manner conducive to its safe use and longevity.

## Post season

* Collect all equipment to be stored during the off season.
* Update the equipment register.

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# End of year hand over

## Updating key documents

At the end of each year a key activity of this role will be to review and revise this position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary one month prior to the Annual General Meeting each year.

## Induction of the incoming POSTION HOlDER

An important responsibility of the outgoing position holder is to train, mentor and support the incoming position holder.

# CODE OF CONDUCT

I agree to be bound by the Pony Club Australia Code of Conduct, all National Integrity Framework policies and other rules, regulations and policies of the organisation.

**conflict of interest**

If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# EDUCATION & SKILLS

**ESSENTIAL:**

* Hold a current membership with Pony Club.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

## DESIRED:

* Strong organisational skills.
* Ability to keep an equipment register for tracking, maintenance and future planning.
* Strong understanding of the equipment needs of the club.

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

*(Note: Good governance would suggest a longer term such as 2 years and limited tenure to promote succession planning.)*

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: