**Kit Manager: Role and Responsibilities**

**NAME OF CLUB:** Thanet Roadrunners AC (“TRAC” or “the Club”)

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**RESPONSIBLE TO:** The TRAC Management Committee

**NAME OF VOLUNTEER:** XXXXXX

**START DATE**: XX/XX/XX **END DATE:** XX/XX/XX

**Responsibilities**

* Non committee role
* Hold stock in location where it can be easily accessed
* Maintain a spreadsheet of current stock levels of TRAC kit
* Identify and reorder\* kit as required through current kit supplier (current kit supplier is Scimitar Sports, with the exception of hoody’s that are produced by Edwards Embroidery, Manston) \*subject to approval from committee
* Liaise with club treasurer regarding payment of invoices from kit suppliers
* Identify new kit items for consideration and approval from committee
* Act as point of sale to club members at training runs/races/club events or by arrangement with member/s

## Commitment

Total time required: 4 hours per month

**The best bits!**

Interacting face to face with club members, new & old

**The bad points:** When you can’t fulfil orders due to sizes out of stock, as we order in bulk it can often be months before items can be back in stock.