# Equipment Director

## Overview:

Responsible for overall inventory of FRA equipment.

## Roles and Responsibilities:

* Responsible for buying and repairing equipment for FRA after approval of FRA Executive Committee.
* Distribute uniforms, sponsor bars and equipment to teams once teams have been identified while ensuring equipment borrowed is properly recorded.
* Arrange for return of uniforms and equipment at the end of the season.
* Collect and safely store cheques and signed forms for game pants. Return deposit upon return of pants at end of season.
* Ensure equipment that is not returned is brought to the attention of the Executive Committee.
* Ensure damaged, surplus or retired equipment is disposed of in a manner that is approved of by the Executive Committee.
* Ensure each team has appropriately stocked first aid kit for the season and replenish as necessary.
* Be responsible for creating and maintaining a detailed inventory list that includes equipment allocation.
* Carry out other duties as assigned by the Executive Committee or president.
* Attend scheduled meetings. If unable to attend inform Executive Committee in advance and provide written report to the Committee.

Maintain a neat and orderly storage locker.