

Wellington Tramping & Mountaineering Club

Role Description



Revised February 2016

Position: Gear Custodian

Responsible to: General Committee

Responsible For:

1. Formulating policy for Club gear and equipment for approval by the General Committee and implementing the policy as determined by the General Committee.
2. Preparing a budget for the purchase of any new gear and the replacement or repair or maintenance of present gear for approval by the General Committee and arranging for such purchases or work within the agreed budget.
3. Maintaining such external contacts as may be necessary for the effective implementation of his/her responsibilities.
4. Ensuring that Club gear is available for issue each Club night.
5. Maintaining adequate records of all Club gear.
6. Ensuring that all Club gear is securing locked up at all times when a responsible Club member is not available to control it.

In particular the Gear Custodian is responsible for:

1. Finding and training volunteers to manage the weekly process for issue and return of club gear, ensuring they have a good understanding of Club gear policy and processes.
2. Maintaining a record of gear issued and returned, and taking appropriate action to recover gear not returned on time.
3. Taking appropriate action when gear is returned in an unsatisfactory or damaged condition, lost or destroyed.
4. Purchasing new Club gear and equipment and maintaining or repairing existing Club gear or equipment with due regard for quality and cost.
5. Purchasing and re-selling to Club members stocks of cloth and metal Club badges and maps.
6. Keeping a regular check of gear held and in particular arranging for a full stock taking and in preparation for Club Xmas trips and the Annual Balance Sheet.
7. Maintaining adequate liaison with the Chief Guide to ensure that there is sufficient Club gear for the numbers going on Club trips.
8. Advising trip leaders on gear requirements for their trips.
9. Charging for the hire of gear for private trips in accordance with the fees agreed by the General Committee.
10. Accounting for all monies received, ensuring that cash on hand does not exceed \$10.00 and paying to the Treasurer such amounts as may be convenient from time to time.
11. Acquiring replacement Personal Locator Beacons or replacement batteries in the event that a beacon is activated
12. Hiring and lending Club gear to members for private trips when there is sufficient available.

Membership of Committees:

None.

Liaison:

The Gear Custodian shall maintain adequate liaison with:

Wellington Tramping & Mountaineering Club

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1. The Treasurer for disposal of monies received and Insurance Claims where this is necessary.
2. All trips leaders for advice on gear required for trips.

The Chief Guide for numbers going on trips.

The Emergency Contacts person for six-monthly checks of Personal Locator Beacon batteries and serial numbers Suppliers and repairers of tramping, camping and climbing equipment.

Financial Authority:

The Gear Custodian has not authority for expenditure on Club business without prior authority by the General Committee.

