

## **Executive Officer - Position Description**

### **Quartermaster**

Control all BRC equipment and maintain an asset register of all such equipment.

Responsible for the maintenance of all BRC equipment.

Manage all outgoing equipment hire, including the pick-up, delivery and/or return of all equipment, as arranged with the hirer.

Fill in a hire indemnity form for each asset hire (H1 Equipment Hire form) and ensure it is signed by the hirer, copied and kept on file.

Responsible for maintaining the storage shed in a tidy condition, and shall be responsible for its security.

Maintain a booking list for equipment to be hired by Crews and other sections of the SA Branch, subject to it not being required by BRC.

Maintain BRC asset catalogues. Make all catalogues & equipment lists available to all Rovers through the SA Rover website & in printed form where possible.

Promote the equipment catalogues to all Rover Crews.

Responsible for setting hire fees to be forwarded to the BRC Treasurer for invoicing.

Provide an annual report to the BRC at the Annual General Meeting.

Maintain Standard Operating Procedures and instructions for complex assets.