



## **Executive Officer Role Description Quartermaster**



Report directly to the BRC Chair and undertake any tasks delegated by the BRC Chair.

Liaise with Program Team and Events team to ensure that Rovers have access to appropriate equipment for specific events when required.

Manage any Rover assets, ensuring they are used and hired to appropriate events when required and maintained to a quality condition.

Assist with distribution, use, set up and pack up of any equipment used at Rover events.

Discuss with BRC and Executive any equipment needs that can be requested from Program and Events teams.

Coordinate with incoming Quartermaster and hand over any relevant documentation, procedures, files, assets and keys.