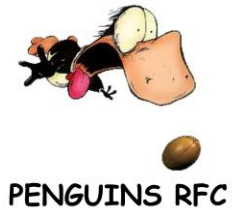




Roles and Responsibilities



Logistics Representative

Responsibilities key Responsibilities would include but not be limited to:

1. Coordinate with the VP Men's, VP Woman's and youth for kit for games and practices
2. Keep inventory of all kit
3. Sell and maintain records of kit shop
4. Coordinate contracts for events
5. Work with executive to order new kit and equipment
6. Coordinate set up and tear down of field

Qualified candidates will possess the following:

1. Enthusiastic and responsible individual with previous experience working logistics.
2. self-motivated - comfortable working with minimal supervision with flexible hours
3. able to work well with others
4. able to handle and track and coordinate money and kit
5. competent at filling out paperwork

2017 Initiatives

1. make contact list of all exec
2. make a list of all military and their positions and squadrons
3. build three cages in the shed to protect designated kit to the respective fixture and ensure go forward accountability
4. get receipt book to track purchases
5. implement sign out process for kit during away games
6. talk about sign up shorts

