



Role Outline: Kit Officer

RESPONSIBLE TO: Club Committee

COMMITMENT/DURATION: Elected position for the membership year

PREVIOUS EXPERIENCE REQUIRED: None

Role Purpose:

The Kit Officer is responsible for the management and processing of all Club kit for members and run leaders / coaches.

Typical Responsibilities:

- To collate and order club kit for members
- To review club kit offered and make recommendations
- To review pricing of club kit and make recommendations
- To complete administrative tasks related to the role
- Distribution of club kit to members

Skills and traits

- Good management skills
- Good organisational skills
- Good communication skills

Key Relationships

- Chairperson and management committee
- Treasurer
- Website co-ordinator
- Social media co-ordinator

Time commitment

- 1-2 hours a week