

# Role Outline: Kit Officer



**RESPONSIBLE TO:** Club Committee

**COMMITMENT/DURATION:** Elected position for the membership year

**PREVIOUS EXPERIENCE REQUIRED:** None

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## **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