



SBTC Committee Member Position Description

Race Day Co-ordinator

Role

Coordinate for the provision of Club assets at race and other key events

Manage and maintain the Club's assets.

Responsibilities

- Provide and/or organise maintenance/repairs on all SBTC assets. (All repairs over \$50 must be approved by committee before proceeding.)
- Develop and manage a system for the logistics (by way of delivery or delegation) of club assets as required to:
 - SBTC club promoted event
 - other events attended by SBTC members
- This includes maintaining knowledge of whereabouts of club assets by way of sign in/out registers.
- Develop and provide members clear instructions and/or assistance, as required, for bump in/out of club assets at any SBTC sanctioned event.
- Provide SBTC committee with updated inventory condition list to committee by EOFY.
- Communicate with club members via email, Facebook or telephone about club assets and how they are able to loan them for any SBTC sanctioned events.
- Coordinate the annual 'spring clean' of the trailer and all assets by EOFY.
- Maintain stock levels of consumables required for club assets (BBQ gas and cleaning equipment).
- Organise to the provision of and ensure that club sponsor decals are clearly displayed on trailer as per sponsorship agreements (club president to provide details).
- Organise the safe accommodation of all SBTC equipment and assets including the trailer

Last updated: July 2017