

## **EQUIPMENT DIRECTOR**

**Term:** 2 Years

**Beginning:** Odd numbered years

### **Description**

- Maintains the equipment inventory and is responsible for all purchases.
- Receives and reviews equipment bids to area stores. This includes ordering equipment based on projected need, ordering jerseys and pullovers and seeing to needed repairs.
- Participates in the budget planning process. Provides equipment budget based on projected team numbers and other special needs of the program. Prepares expense report at the end of the season.
- Manages equipment rental.

### **Tasks**

- Prepares and presents to LHA Board equipment plan and budget for review during LHA budget planning process.
- Orders equipment based on approved budget as required to meet the needs of the program.
- Disseminates and keeps inventory records of equipment at each team level.
- Arranges end-of-season collection of all equipment distributed.
- Is available for emergency distribution of equipment to teams as required.
- Works with goalies to assign equipment during the off-season.
- Selects proper attire for authorized approval of uniform for the Association.

### **Memberships and Meetings**

- Lakeville Hockey Association Board of Directors (Monthly – 2<sup>nd</sup> Wednesday), required
- Equipment Director may also be a member or consulting resource of temporary committees organized by the LHA.

### **Special Requirements**

- Ability to dedicate adequate time to Board duties.