



# POSITION DESCRIPTION AND DUTIES

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## EQUIPMENT MANAGER:

The powers and duties of the equipment manager shall be to:

- Be accountable for helmet refurbishment
- Creates a helmet inventory report for passing on to future equipment managers
- Organize, inventory, and order all equipment before the season starts and throughout the season, making sure that all equipment is up-to-date and safe
- Helmet accountability
- Year-end helmet list and master key list to pass on to future equipment managers

In the event that this position remains unfilled, the duties of this position shall be executed by the vice president.

*This position is a member of the Executive Committee with full voting member rights.*