

Position Description

Property Manager

Role of the Property Manager

The role of the Property Manager of Cambridge Basketball Club is to coordinate the management of the club's uniforms, apparel & coaching equipment. The Property Manager is also responsible for the sourcing and purchasing of uniforms, apparel & coaching equipment with prior approval from Cambridge Basketball Club Committee to ensure the efficient operation of the Club

Appointment of the Property Manager

The Property Manager is appointed at the Annual General Meeting (AGM) for a term of 1 year.

Responsible to

The Property Manager is directly responsible to the Committee of Management of the Cambridge Basketball Club.

Relationships

The relationships of the Property Manager include:

1. Cambridge Basketball Club Committee of Management
2. Cambridge Basketball Club Players
3. Parents / Guardians
4. Suppliers

Position Description

Duties of the Property Manager

The duties of the Property Manager include:

- Coordinate the management of the Club's uniform inventories for player and supporter apparel to a high standard, ensuring sufficient stocks are available for games, training, events and other activities.
- Undertake the responsible care of the inventory including security, stock counts and aged inventory.
- Receive payments and pass onto the Club Treasurer.
- Table motions for approval to purchase uniforms, apparel or equipment. Place orders in a timely fashion (to take into consideration production lead times).
- Ensure change strips are available.
- Prepare and present regular property reports to the Committee of Management at meetings.
- Ensure coaches sign contracts for coaching equipment prior to equipment being assigned.

Effective

This policy takes effect from 26th November 2016 and may be amended from time to time as necessary.

Authority

This Position Description has been tabled and unanimously voted upon at a meeting of the Cambridge Basketball Club Committee of Management.

This policy is authorised by the Club's President and Club's Secretary on behalf of the Committee of Management.

Kristine Date
President

Sue Sheridan
Secretary