

**CROQUET ASSOCIATION QUEENSLAND Inc.**  
**POSITION DESCRIPTION**  
**EQUIPMENT OFFICER**

**General Information**

The Equipment Officer is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee and must be a CAQ registered player.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

**Duties to the Management Committee**

- Maintaining the inventory of croquet equipment
- Ensuring the safe custody of croquet equipment
- Recommending to the State Treasurer the purchase of items of croquet equipment needed
- Dealing with any correspondence required in connection with the hire of croquet equipment
- Keeping stocks of and handling the sale of Australian Law Books, ACA gauges, badges and other items
- Report to the Treasurer in maintaining the Assets Register
- Supplying a written annual report to the Management Committee prior to the January MC meeting
- Attending a Management Committee meeting as required (See By-Laws);
- Providing relevant forms and receipts for reimbursement of expenses incurred on behalf of Croquet Queensland