



#### JOB DESCRIPTION:

Gear Keeper / Librarian

#### ROLE:

- To store and make available club equipment / library items i.e., books, manuals, magazine, videos for club members.

#### RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings.
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- Store and maintain all equipment and library items purchased by the club
- Ensure all equipment is maintained and is safe to use
- Keep a record of what is out for hire
- Ensure all equipment is returned and if not follow up and seek its return.
- Any concerns with equipment not being returned or is damaged to be referred to committee.
- Any new equipment or manuals to be purchased after the approval of the committee.

#### EQUIPMENT PROVIDED:

Inventory list – electronic form published on website (NB – future project 2021)

Email: [clroc.gearkeeper@gmail.com](mailto:clroc.gearkeeper@gmail.com) – currently set up to forward to webmaster

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.