



Position Details

Position Title	Assets Officer
Reporting To	Director of Administration and Finance

Position Overview

The Assets Officer is directly responsible for updating and maintaining an asset register for all club assets.

Other duties include

Operational Objectives

Liaises with the Director of Finance and Administration and the Club Administrator to update and maintain the club asset register.

Responsible for.

Ensures

Skills & Experience

This position would suit someone with good organisational skills and knowledge of club facilities.

Position Description Approval

Name	Signature	Date
President		___/___/___