



Supporting Officer – Position Description

Quartermaster

Control all BRC equipment and maintain an asset register/catalogue of all such equipment as well as providing accessibility to all Rover Units.

Responsible for the maintenance and security of all BRC equipment and the storage facility including coordinating working bees to maintain them.

Manage all outgoing equipment hire, coordinate the pick-up, delivery and/or return of all equipment, as arranged with the hirer.

Fill in a hire indemnity form for each asset hire (H1 Equipment Hire form) and ensure it is signed by the hirer, copied and kept on file.

Maintain a booking list for equipment to be hired by Units and other sections of the SA Branch, subject to it not being required by BRC.

Responsible for setting hire fees to be forwarded to the BRC Treasurer for invoicing.

Provide an annual report to the BRC at the Annual General Meeting.

Facilitate training sessions for knowledge growth on set up and use of complex equipment. Create and distribute handy booklets, Standard Operating Procedures and or videos.

Co-ordinate with incoming Quartermaster and hand over any relevant documentation, procedures and files.