

Illinois Prairie Weavers

Equipment Committee Chair Responsibilities

In General

The Equipment Chair is responsible for the care, lending, maintenance and tracking of the items of equipment owned by the Guild to be made available as resources for use by its members. The Equipment Chair is appointed by the President. There is no term limit.

As a Committee Chair of the Guild, the Equipment Chair is responsible for doing this job on behalf of the entire guild, and is also a member of the Board (see job description) and expected to attend and actively participate in those meetings.

The Equipment Chair may seek volunteers to serve as a committee, if this would help with the equipment responsibilities.

Specific Duties

Take possession of the equipment records from the prior Equipment Chair as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies you need.

Take possession or locate the equipment as soon as possible after you begin to serve. Know where it is at all times.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Equipment Chair to learn specifics about doing the job, or train your successor.

Attend monthly Guild and Board meetings, reporting as Equipment Chair and obtaining any input or assistance you need for equipment matters.

Devise a system for keeping track of the lending and return of the equipment, so that members are able to borrow as needed and return them in a timely manner.

Inspect the equipment on a regular basis, particularly as it moves from one member to another, and check in with members who use it, to be sure it has not been damaged.

See that the equipment is maintained and stored carefully, to keep it in good working order.

See that any damaged equipment is repaired, and take steps to collect the cost from any member directly responsible for damage above and beyond normal wear and tear from usage.

Make recommendations for updating equipment guidelines, procedures, and the Rental Agreement (Document Chair).

Submit news to the Newsletter Chair for newsletters. Send Guild e-mails if desired.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs to the Treasurer by March to be included in next year's budget for the repair or improvement of equipment.

Make a written summary report to the Executive Committee in June.

Review this job description (and any checklists) for any updates you can recommend (Documents Chair) to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

Time Commitment

- ~ 1 hour monthly, checking on equipment borrowers
- ~ 2 hours annually, updating information and checklists
- ~ Time at Guild and Board meetings

(November 2017 - Barbara H.)