

Job Description – Asset Inventory Coordinator

General

The Asset Inventory Coordinator [AIC] ensures that all the non-cash assets of Unit 431 are kept in a safe and secure place and that all are maintained in a good condition with adequate supplies on hand for sectionals. Under the Board's direction, the AIC also ensures assets are economically replaced when necessary due to damage or wear and tear or due to technological advances in the game of bridge.

Specific tasks

1. Assist Treasurer, as required, to investigate purchase of new assets for Unit 431.
2. Arrange transportation to / from tournaments of all required equipment.
3. Review condition of cards, boards, bidding boxes, etc. regularly to ensure readiness for Spring and Fall tournaments.
4. Ensure Unit assets are stored in a secure place at a price that is cost effective. (currently, Unit 431 MoBox #803153 located at Adams MoBox 771B Enterprise Crescent, Victoria, V8Z 6P7). A key for Unit 431's box is kept at the desk of Adam's MoBox and the Tournament Coordinator has the other.
5. Maintain an inventory of all bridge supplies that are stored on behalf of the Unit, and update the inventory in a timely manner; i.e. every six months.
6. Ensure timely ordering from Vince Oddy or other supplier to replenish inventory as required.
7. Ensure there are sufficient required paper forms delivered to the tournament site. Check with local tournament chair.
8. Purchase and deliver food and beverage items to the venue for the spring and fall sectionals.
9. Purchase and deliver food items to the Venue for the 'Ace of' tournaments as per the food and beverage guidelines from previous tournaments.

Other tasks

As assigned by the Tournament Coordinator or President from time to time.