



# Hampshire Archery Association

**Chairman:** Mrs Margaret Taylor, 34 North End Grove, Portsmouth, Hampshire, PO8 2NG  
**Secretary:** Mrs Pauline Hunton, 1 Old Barn Close, North Waltham, Hampshire, RG25 2BW  
**Treasurer:** Mrs Louise Belbin, 50 Coulsdon Road, Hedge End, Southampton SO30 0JR

## TERMS OF REFERENCE FOR EQUIPMENT OFFICER

### EQUIPMENT OFFICER DUTIES ARE:

1. Maintain the equipment stored at \*\*\*\*\* in a good and safe manner.
2. Report any deficiencies to the County Chairman.
3. Discuss with the Tournament Organisers their requirements for tournaments.
4. Maintain an up to date inventory of all County equipment.
5. Obtain agreement from the Executive Committee before making any expenditure in excess of £ 50.00.
6. Submit any receipts to the Treasurer for cash paid out.