

Metro East Inferno Female Hockey Association
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Metro East Inferno Female Hockey Association – Equipment Coordinator

The role of **Equipment Coordinator** reports directly to Vice-President Hockey Operations (VPH) and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **Equipment Coordinator** shall be responsible for, but not limited to, the following:

- Collaborating with VPH, Development Coordinator and Goalie Coordinator to ensure required equipment is both available to our members, and properly maintained.
- Distributing, collecting and storing MEIFHA jerseys, bags and hangers.
- Keeping inventory records and relaying any fees incurred through loss or misuse of jerseys.
- Ensuring timely replacement of lost or damaged jerseys.
- Proposing and supervising association-wide jersey replacement as required.
- Purchasing other equipment, at the request of VPH, by acquiring bids for Board approval..
- Managing MEIFHA's half-ice boards and storage locker, located at RBC Centre, Dartmouth.
- Ordering and distributing stickers and banners or other advertising materials for MEIFHA.
- Accepting bids from clothing suppliers for MEIFHA swag and then liaising with contracted suppliers to determine what items will be available for membership purchase each season.
- Attending all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Administering and upholding the applicable policies and procedures of the Association.
- Reporting progress, results and concerns to the Board.