

Supplies Coordinator

Responsibilities:

1. Maintains single point responsibility for supply inventory for all functions of LVCCM.
2. Keeps supplies totes well labeled with accurate inventories
3. Purchases supplies in coordination with Treasurer
4. Ensures all supply totes are stored in trailer following weekend.
5. Ensures all supply totes are placed in the appropriate rooms on Wednesday set-up
6. Coordinates hand-off of snack box, team folders bin and rector/a bells
7. Facilitates meeting with “head” cha’s to train and review supplies they will use on the weekend.
 - a. Meet at one of the team meetings when both the women/men are meeting on same day.
 - b. Explain inventories and how to record usage.
 - c. Explain importance of storing supplies back into totes.
 - d. Explain how supplies should be used during the course of the weekend.
 - e. Explain how to procure supplies if needed during the weekend.