

# Tuggeranong Netball Association



TUGGERANONG  
NETBALL

ASSOCIATION INC

## DUTY STATEMENT

<b>Position:</b> Property Officer
<b>Executive:</b> No- Reports to VP Administration

The primary role of all committee members is to provide leadership and direction to TNA. It is expected that at all times members act with integrity and in good faith in fulfilling their duties and make decisions in the best interest of the association.

This position reports to the Vice President Administration and takes direction from and supports the Vice President representative.

### **Duties**

1. Compile and manage a TNA assets register
2. Compile and manage a TNA property register.
3. Advise the Executive Committee on replacement requirements of assets and property.
4. Manage the procurement and registration of new asset items.
5. Manage the procurement and registration of all TNA property.
6. Provide advice to the Executive Committee on sources and costs of assets and property as the Executive directs.
7. Co-ordinate the procurement of all uniform items.
8. Provide property and equipment as requested by the VP Representative for all representative requirements.
9. Manage the issue of TNA property for representative requirements under the direction of the VP Representative.
10. Ensure receipt of all TNA property from representative teams at the conclusion of representative activities each year.
11. Assess the condition of returned equipment and uniforms and report to the Executive on any maintenance requirements.
12. Conduct an annual audit of TNA assets.
13. Conduct an annual audit of all TNA property.
14. Provide an annual property and assets report detailing depreciation, losses and deterioration, replacement requirements and projected replacement costs.