

Position	District Supplies Officer
Appointment	Appointed by the Governor Elect with approval of the District Board of Directors.
Term of Office	Reviewed every two years.
Role	<ul style="list-style-type: none"> <li>- To purchase stock when numbers of regularly ordered items are low. These include President’s and Members Pin and other appropriate items.</li> <li>- To ensure all banking is done promptly and that accurate records are kept and forwarded to the District Treasurer.</li> <li>- Forward copies of Sales invoices, Deposit books and stock takes to the District Treasurer by 31 May for the audit of the annual accounts.</li> </ul>
Conference	<ul style="list-style-type: none"> <li>- To ensure supplies are available at each District Conference.</li> </ul>
Purchasing from Clubs / Members	<ul style="list-style-type: none"> <li>- To ensure payment is made for goods before they are dispatched, and a receipt issued by the Treasurer.</li> </ul>
Stock Take	<ul style="list-style-type: none"> <li>- Undertake a stock take by 31 May for the end of year accounts.</li> </ul>
Review of Price List	<ul style="list-style-type: none"> <li>- They along with the District Treasurer and Financial Advisor (if required) review the price list on an annual basis (at conference) for approval at post conference board meeting. Changes to courier charges etc. are added when required.</li> </ul>
Promotions / New Products	<ul style="list-style-type: none"> <li>- To promote sales of products and liaise with the District Board re the introduction of new products.</li> </ul>
Reports	<ul style="list-style-type: none"> <li>- Submit a six-monthly report prior to the Mid-Year Board Meeting and an annual report to the Board. Due date will be advised by your District Board Representative.</li> </ul>
Records	<ul style="list-style-type: none"> <li>- Maintain a record of all pertinent material to this position during the term of office, to act as a guide to a successor, or for inclusion in the archives.</li> </ul>
Expenses	<ul style="list-style-type: none"> <li>- Claim any expenses as allowed under District Policies.</li> </ul>