

**Victoria, BC – Unit 431**  
**Job Description – Asset Inventory Coordinator**



*General*

The Asset Inventory Coordinator [AIC] ensures that all the non-cash assets of Unit 431 are kept in a safe and secure place and that all are maintained in a good condition. Under the Board's direction, the AIC also ensures assets are economically replaced when necessary due to damage or wear and tear or due to technological advances in the game of bridge.

*Specific tasks*

1. Assist Treasurer, as required, to investigate purchase of new assets for Unit 431.
2. Arrange transportation to / from tournaments of all required equipment.
3. Review condition of cards, boards, bidding boxes, etc. regularly to ensure readiness for Spring and Fall tournaments.
4. Ensure Unit assets are stored in a secure place at a price that is cost effective.
5. Maintain an inventory of all bridge supplies that are stored on behalf of the Unit, and update the inventory in a timely manner; i.e. every six months.
6. Ensure timely ordering from PDI Bridge to replenish inventory as required. Check with James Foster to see how far in advance that this has to be done (it may take from one - three months).
7. Ensure there are sufficient 'traveller score cards' and any other required paper forms delivered to the tournament site. Check with Matt Smith (or appropriate tournament Director) as to colours and quantities.

*Other tasks*

As assigned by the Unit 431 President from time to time.