



Job Description – Asset Inventory Coordinator

General

The Asset Inventory Coordinator (AIC) ensures that all the non-cash, non-perishable assets of Unit 431 excluding its Bridgesorter hardware and software are kept in a safe and secure place and that all are maintained in a good condition with adequate supplies on hand for sectionals. Under the Board's direction, the AIC also ensures these 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 such new assets for Unit 431.
2. Arrange transportation to / from tournaments of all such assets, including the Bridgemates and servers in carrying case, required for the tournament excluding duplicated boards and hand records which are the responsibility of the Tournament Hands Coordinator and Unit 431 Tournament Coordinator to transport.
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 such assets, and update the inventory in a timely manner, i.e., every six months unless exceptional circumstances dictate otherwise.
6. Ensure timely ordering from Vince Oddy or other supplier to replenish the inventory of such assets as required.
7. Ensure there are sufficient required paper forms excluding hand records delivered to the tournament site. Check with local tournament chair.
8. Ensure that where Bridgemates along with a server and carrying case are rented to the local bridge clubs that there is an Agreement, updated when necessary, signed with each club operator.

Other tasks

As assigned by the Tournament Coordinator or President from time to time.