



# **First Aid Manager**

*General Committee Position*

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**Reports to** Vice President (Junior)/Executive Committee/General Committee

## **Special Skills Required**

- Well organized & attention to detail
- Ability to negotiate with external parties

## **Duties**

- To source all first aid equipment and supplies as requested
- Secure best price, service etc for necessary supplies
- To place purchase orders and arrange delivery / pick up
- Ensure all purchases are delivered and available for use by required time frame
- Check all invoices and supplier dockets for correctness and authorize them for payment
- Deliver all paperwork to the Treasurer
- Coordinate the distribution of all first aid equipment at the beginning of the season, ensuring that the appropriate resources are supplied for the various age groups.
- Coordinate the collection and checking of all first aid supplied at the conclusion of the season, re-stocking as required
- Oversee the first aid accreditation of all trainers for the teams within the club.
- Source first aid providers and courses and distribute information as required.
- Ensure that accreditation details are supplied to the Secretary in a timely manner.