

January 18, 2013

## Burnaby Amateur Radio Club (BARC)

### EQUIPMENT MANAGER DUTIES SHALL CONSIST OF:

1. Keeping an accurate inventory record of all BARC radio and computer equipment assets and the various locations of same.
2. Keeping signed records for all of BARC's loaned radio equipment including GRAB & GO KITS.
3. Bartering, selling, or otherwise disposing of surplus or non-functional radio equipment.
4. Requesting assistance from volunteers for various equipment related projects.