

POSITION DESCRIPTION

Procurement Coordinator



Non-Committee Role

Non-committee level position

Objectives

- Proactively source and manage procurement of Association purchases. This includes (but is not limited to) banners, trophies, venue supervisor vests, scorebooks, team and player prizes, uniforms, and other items that are purchased regularly and in bulk by the Association
- Establish and maintain effective and transparent procurement processes.
- Ensure competitive cost-effective and value for money purchasing from suppliers.
- Maintain up to date records of stock.
- Ensure supply and stock availability for Association competitions and events, including, but not limited to, weekend and mid-week competitions, tournaments, events, Match Convenor meetings and the AGM.

Responsibilities

- Develop and implement procurement processes and an annual procurement plan.
- Formulate an annual procurement budget as part of the annual financial planning process.
- Identify and manage suitable suppliers
- Maintain supplier information and digital records of activity, to ensure knowledge retention of organisational knowledge
- Obtain quotes and present options to the Systems Committee for approval and recommendation to the COM.
- Maintain regular contact and develop relationships with suppliers throughout the year.
- Undertake tasks at the request of the President, executive or general committee.

Relationships

- Member of the Systems Sub-Committee, chaired by the Association Vice President.
- Liaises primarily with the President, Secretary, and Match Convenor.

Accountability

- Attendance at Systems sub-committee meetings (in person at Doveton or via Teams).
- Provides a report on any aspect of procurement for the Committee of Management (COM) when requested.
- Seeks ratification from the Systems Sub-Committee prior to committing the Association to any financial expenditure or action.