

Duties and Responsibilities of Southern Maryland Emmaus Board Supply Coordinator

The Supply Coordinator is responsible for all supplies for the weekend Walks. Most of these supplies are stored in a trailer, currently parked at the Callaway Campus between Walks.

Duties include the following:

- Keep trailer organized
- Store items sensitive to temperature extremes (such as candles) that can't remain in the trailer between Walks
- Replenishes supplies after each walk, anticipates needs for future Walks, and assures all supplies are in working order (i.e., markers, pens, etc)

Note: According to Southern Maryland Operating Policies and Procedures, the Supply Coordinator has the authority to purchase supplies for the weekend after checking with the treasurer regarding availability of finances (May 20, 2006)

- Maintains inventory list of supplies on trailer
- Receives supplies in need of cleaning/washing/repair after a Walk, and cleans/repairs as needed before replacing items on the trailer
- Recruits someone to haul trailer to and from weekend Walk locations
- Works with, and contacts Agape Coordinator as needed
- Gets Board approval for needed trailer repairs/upgrades
- Seeks help from community as needed to accomplish inventory, re-supply and other duties.
- Works with Chrysalis Steering Committee/Board in providing trailer and supplies for flights.

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