

## **Job Description**

### **Member at Large**

The Member at Large is responsible for the following:

- Keeping the inventory spreadsheet updated with regards to items in the storage locker.
- Tracking items and making sure they are checked out and in properly, and in a timely manner.
- Updating the VP of Technology every term of the current items in inventory and providing an updated inventory spreadsheet.
- Keeping storage unit clean and well-organized.
- Replacing any needed supplies within the allotted budget, being especially mindful of: Avery name tag labels, Sharpies, wine glasses (replace broken or missing ones).
- Maintaining a sufficient number of blank sign-out sheets and removing and retaining older sign-out sheets.
- Ensuring that the storage locker has a functional padlock. Notify Club members of any code changes in advance.
- Noting any instances of when the storage locker is improperly locked.
- Attending monthly Board meetings and providing an oral report on any relevant information regarding the storage locker.
- Maintaining a list of Newcomers signs which have been checked out to any member for an extended length of time.