

Job title	Supplies Committee
Reports to	Unknown

Job purpose

Maintain supplies for the Queen Meeting House for use by the various groups that meet in the house. Work with House Treasurer to stay within budget guidelines while ensuring that adequate supplies are on hand. Procure any special supplies that might be required for special events such as picnics, pot-luck meetings or other special events.

Duties and responsibilities

Procure supplies for the meeting house:

- Coffee
- Coffee condiments such as creamer, sugar and sweeteners
- Toilet Paper
- Paper Towels
- Coffee Filters
- Plastic Utensils
- Paper Plates
- Cups for coffee and water
- Napkins
- Cleaning Supplies
- Hand Soap for kitchen and restrooms
- Trash Bags
- Other Supplies as Required

Provide receipts to House Treasurer for funds expended for supplies to maintain budget records and provide reimbursement to Supplies Person for funds spent on behalf of the house.

Maintain supplies on hand by means of regular inspection to determine what supplies require replenishment.

Create a system of weekly inventory that tracks usage and provides information for budgeting purposes. At present this does not exist.

Responsible for being “Trusted Servant” of house funds. Staying within budget limitations, spending house resources wisely and accounting for all funds expended.

Qualifications

Ability to work within budgetary guidelines.
 Use sound judgement on use of house funds.
 Reliable
 Honest

Working conditions

No Special working conditions.

Physical requirements

Some lifting required to restock shelves and cabinets in meeting house.

Direct reports

None

Approved by:	
Date approved:	
Reviewed:	

Ideally, a job description should be reviewed annually and updated as often as necessary.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization