

SA Masters Athletics Inc

JOB DESCRIPTION – LOST PROPERTY OFFICER

MAIN PURPOSE

To ensure members property is returned to them as quickly as possible

DUTIES

1. To check around (or arrange for someone else to do so) the venue at the end of each meeting, for lost property.
2. Have any lost property whose owner cannot be identified placed securely in the trailer for the following week's competition.
3. Announce or have someone announce the items of lost property at the next meeting.
4. If not collected over a period of several weeks send a description of the item(s) to the newsletter editor for advertising in the next newsletter.