

Community Supplies Coordinator (CSC)

The role of the CSC is to ensure that all supplies, literature and banners are provided for Walk, Flight or Encounter and that these are kept updated, in good condition and easily accessible to the team over the weekend.

Responsibilities include, but are not limited to the following:

- Draw up a budget of the year's supplies.
- Store the supplies in a safe place.
- Keep an inventory of all the items in stock.
- Remind the CLD that EMSA will not issue supplies to communities who have not submitted their signed Covenant.
- Do a stock-take on the 30th June annually and submit this list to the CTres for audit purposes.
- Place orders for supplies on EMSA Supplies at least two months in advance ensuring that the correct procedure is followed as outlined herein.
- Ensure that all the other supplies are bought well in advance, at the best prices and delivered to the training or Walk/Flight venue, as is required.
- Promptly deliver the invoices to the CTres for payment.
- Ensure that all the stock is accounted for when collected from the Walk, Flight or Encounter venue.
- Repair / replace supplies where necessary, but obtain permission of the Board prior to incurring expenses outside the portfolio budget.
- Ensure the safe keeping of the community banners between Walks, Flights or Encounters.
- Check banners for repair work or cleaning that may be required.
- Make contact with Reunion Groups and request help to make new banners when needed. The design must be presented to the Community Board for approval before making the banner.
- Keep banners marked and in order to assist those on the team.
- Ensure that all the banners are brought to the venue before the Walk, Flight or Encounter starts.
- Provide the necessary hooks, poles or stands for banners to hang in the conference room.
- Be responsible for the removal of all banner related articles from the venue after the Weekend.

Placing orders on EMSA

The following process must be observed by the CTres and CSup to execute orders speedily, while at the same time ensuring that all the financial aspects are complied with.

- Only orders received on the current order form will be processed. Verbal or e-mail orders can unfortunately not be processed.
- Orders and proof of at least 50% deposit are to be sent to EMSA Supplies AND a copy to the EMSA Treasurer.
- As soon as the payment has been cleared at the bank, EMSA Treasurer will authorise the despatch of the order by EMSA Supplies.
- EMSA Supplies will advise the EMSA Treasurer of the costs of postage/delivery upon which an invoice will be prepared and sent to the Community per e-mail. Any balance must be paid without delay.

- Use the invoice number when paying the balance of the order to enable the EMSA Treasurer to correctly allocate payments. A reference such as 'order', 'manuals' or a name, makes it very difficult, if not impossible to allocate the payment to the correct account, which will result in an unpaid balance, and this in turn will result in a future order not being processed.
- No orders will be processed if there are unpaid balances.
- Queries regarding the delivery of orders must be sent to EMSA Supplies.
- Financial queries regarding account/payments/outstanding balances etc. must be directed to the EMSA Treasurer.