

The PROBUS Club of Milton

1 Equipment Manager

2025

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January

Responsibilities

The Equipment Manager is responsible for the various pieces of equipment owned by the Club. For each meeting the Equipment Manager is responsible for the setup and operation of the audio/visual equipment in the facility. In addition, he or she is responsible for the management of the Club's Zoom account.

Duties

1. In co-operation with the Program Director and Facility Director ensure availability of equipment as required at each meeting.
2. In coordination with the Program Director ensures the guest speaker technical and/or presentation requirements can be accommodated.
3. If required, recruit volunteers to setup the room equipment and furniture for the monthly meeting.
4. Monitor, operate, evaluate and adjust equipment during meetings if required.
5. After the monthly meetings, tidy up and remove Club equipment from meeting area.
6. Stores Probus equipment in a safe and dry location.
7. Maintain equipment and advise when repairs, service or replacement are required.
8. Recommend any new equipment and potential suppliers.
9. Maintain an up-to-date inventory of Probus equipment and property.
10. Maintain instructions for use of equipment.
11. Report to the Facilities Directory any requirements such as funds needed for repairs, spare batteries, etc...
12. Follows up with complaints, comments, suggestions, and requests from Directors, members and guests as necessary.
13. Annually reviews this job description and present recommended changes to the Facilities Director.