



TRAILER and SUPPLIES CHAIR

As a member of the Board of Directors of the Denton Area Emmaus Community the Trailer and Supplies Chairperson is responsible for inventorying and transporting the trailer and contents to/from the site of the walk. This chairperson is also responsible for inventorying and replenishing consumables, such as cups, plates, saucers, pens, poster board, etc. before each walk. The trailer and supplies chairperson responsibilities include insuring the trailer is properly maintained, and licensed and inspected annually. This chair is responsible for organizing the community belongings and providing an inventory list to each Servant Team Leader prior to the beginning of each walk. This chairperson must be willing to work with the onsite servant team and others to insure that the contents are returned to the trailer following each walk and assisting as much as possible each team with trailer placement for access. Chair is responsible for insuring that any questions/concerns relating to the trailer and supplies are properly addressed.

Responsibilities:

- Create inventory list of consumables and maintain consumables at a minimum required amount.
- Inventory the trailer and supplies prior to each walk and replenish as needed.
- Transporting or arranging for proper transport of trailer to/from the walk site before/after each walk.
- Provide a supply and inventory list to each servant team leader, as needed.
- Insure that the trailer is properly maintained. Repair as necessary. Insure that any/all safety features on the trailer function properly.
- Insure that the trailer is inspected and licensed each year, as required by state law.

Characteristics:

- Good verbal and communication skills, including face to face, email, text messaging and telephonic.
- Good skills in recording, tabulating and organizing information and supplies that may be needed.
- Must provide or arrange for a vehicle to transport the trailer and contents as needed.

Created by Glen Bottoms, December 2017