

**Duties and Responsibilities
of
Southern Maryland Emmaus Board
Supply Coordinator
(Non-Board Position)**

The Supply Coordinator is responsible for all supplies for the weekend Walks. Most of these supplies are stored in a trailer between Walks. Currently the trailer is parked at the home of Len and Marcia Lent in Loveville, Maryland.

Duties include the following:

- Keeps trailer organized
- Stores items sensitive to temperature extremes (i.e., candles) that can't remain in the trailer between Walks.
- Replenishes supplies after each walk, anticipates needs for future Walks (i.e., poster paper, Bibles, purple worship books, Fourth Day booklet, service sheet, hand cross, crosses for lanyards), and assures all supplies are in working order (i.e., markers, pens, etc.).

Note: According to Southern Maryland Operating Policies and Procedures, the Supply Coordinator has the authority to purchase supplies for the weekend Walk after checking with the Board treasurer regarding availability of finances (May 20, 2006).

- Maintains an inventory list of supplies on the trailer as well as equipment stored in other community member's homes (i.e., communion sets, printer, projector, water).
- Receives supplies in need of cleaning/washing/repair after a Walk, and cleans/repairs as needed before replacing items on the trailer.
- Recruits someone to haul trailer to and from weekend Walk locations.
- Works with, and contacts Agape Coordinator as needed.
- Gets Board approval for needed trailer repairs/upgrades.
- Seeks help from the community as needed to accomplish inventory, re-supply, and other duties.
- Works with Chrysalis Steering Committee/Board in providing trailer and supplies for flights.

Refer to the Supplemental Agape Team Manual for supply lists and support requirements with the Agape Coordinator.

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