

Equipment**Job Description****Duties and Responsibilities**

- Maintain the guild equipment bank
- Support the executive and membership in the goals of the guild
- Be familiar with the equipment and its use
- Receive and process requests from members to borrow society equipment
 - Confirm request is from a member in good standing by checking membership list or contacting the treasurer to confirm a new member
 - Ensure equipment being loaned to members has all of the appropriate pieces for the member to successfully use the piece
 - Log the borrowers name, contact information, payment received and date to be returned to the guild in the equipment binder
 - Prior to the end of the members term of borrowing, contact the member and advise that the term is coming to an end. Arrange to have the equipment returned
 - Ensure equipment being returned is in working order and has all instructions, books, utilities and tools as catalogued in the equipment binder
- Advise the executive of necessary repairs to be done to the equipment and arrange for those repairs to be completed
- Keep accurate account of rental payments and deliver the income to the treasurer quarterly
- Promote the availability of the equipment to the membership
- Act as contact for equipment donations and receive and evaluate donated items for inclusion into bank
- Suggest new equipment that may be of interest to guild members and conduct research into availability and cost of said equipment
- Write an annual report for the May issue of Loomsong