

**AVCG**  
**Equipment Crew Description, Responsibilities and Tasks**  
2019-2020  
Updated 12/20/2018

Purpose:

The Equipment Crew is responsible for organizing, maintaining, and repairing tools, hoses and spigots. This will maximize functionality and the life expectancy of these items. This crew also is responsible for disposing broken or obsolete items.

Current Crew Members: 1 coordinator plus 2 helpers

Responsibilities:

Monthly Tasks for all Crew members:

- Inspect and repair the shared garden tools stored near the shed, the wheelbarrows, wagons, and watering equipment (hoses and spigots).
- Keep the tool rack, storage shed and equipment storage box organized.
- As needed, purchase new tools, hoses, wheelbarrows, water nozzles, etc. (See below for budget and reimbursement.)
- Check the water meter outside the garden for signs of a leak.

Crew Coordinator:

- Assign tasks to Crew members and monitor the completion of assignments.
- At the end of the month, report accomplishments and any issues to the Officer Mentor, who shares the information at the monthly Steering Committee meeting.

Current Crew Budget: \$600.00

- The Crew Coordinator may spend up to the budgeted amount without seeking additional authorization. The Coordinator will be reimbursed for expenditures.
- For more expensive equipment, may request his /her Officer Mentor to purchase equipment rather than spending personal money and requesting a reimbursement.