

PROCUREMENT OFFICER

I. STATEMENT:

The procurement officer is in charge of expendable and non-expendable supplies of the WSLC. She is appointed by the President with the approval of the Appointments Committee.

II. DUTIES:

- A. To attend all meetings of the Council and the Board of Directors.
- B. To be familiar with WSLC Bylaws, General Membership Standing Rules and Board of Directors Standing Rules.
- C. To assess with the President and/or the Board of Directors supplies needed and with the approval of the Executive Board purchase needed supplies.
- D. To keep all non-expendable supplies in a location designated by the Board of Directors and keep a record of such items as they are checked out and returned.
- E. To keep all expendable supplies and distribute to various members of the Executive Board as needed.
- F. To collect from the Legislative Study Committee Co-chairs, at the end of the biennium, all (tape recorders; batteries, tapes, extra stationary) (delete) forms, permanent badges and buttons for doorkeepers and ushers, markers, and timer supplies. DELET
- G. To deliver the file of materials that are relating to this office, including this job description, to the policy chair.

III. PROCEDURES:

- A. Check all supplies at the beginning of the biennium to determine if new supplies are needed. With the approval of the Board of Directors order new supplies.
- B. Determine that all non-expendable supplies are in working order. With the approval of the Executive Board has any non-working items repaired or replaced.
- C. Check with each Legislative Study Committee co-chairs and reporter at the beginning of the biennium to determine what supplies they will need.
- D. Store WSLC supplies in the procurement officer's home and/or closet at the Auditorium. Bring supplies needed to each meeting.

IV. BIENNIAL REPORT:

A written report of the work of the procurement officer shall be submitted at the biennial business meeting. There shall be four (4) copies made, one (1) to remain with the Board Handbook and handed to the policy chair and three (3) to be given to the recording secretary.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the president; the president-elect; the first and second vice presidents; the recording secretary; the parliamentarian; and the policy chair.

DATED: June 2013 **NOT FUNCTIONING SAVE FOR REFERENCE**

Corresponding Secretary checks all supplies for the council to determine if any new supplies are needed. With the approval of the Executive Board orders new supplies. (See Duties I)

Adopted March 19, 2015