



Bracknell Conservation Volunteers  
Post holder specification  
Tools Co-Ordinator

1. Periodic audit of Tools held (at least annually)
2. Replace lost or broken tools as required
  - Research purchase options taking into account quality and value
  - Obtain Authority for spend from |Treasurer/Chair
  - Purchase new tools
  - Label new tools
  - Bin Broken tools
  - Obtain refund of spend from Treasurer
3. Check that missing tools have not been inadvertently left with the Rangers
4. Suggest new tools which might be of benefit to the group