

## Capital Equipment and Chemical Supplies Coordinator Duties

1. Order clay and chemicals from Plainsmen as needed.
2. Take inventory of existing chemicals in chemical room and update lists on extra chemical bins.
3. Put away chemicals that arrive or ask for help or a volunteer to do it.
4. Keep a record of equipment we have? ( maybe treasurer keeps this)
5. Buy equipment that is requested at guild meetings – or have volunteer look after that?