

### Asset Management

The Asset Management Chair is responsible for obtaining and receiving items for the Club.

Specifically, the Chair:

- Maintains a database of the Club's assets.
- Receives assets on behalf of the Club for disposition.
- Solicits items for auction.
- Accepts items for auction which may be donated by vendors, club members, or others.
- Determines if items are acceptable for auction. If unacceptable for auction, instructs donator to:
  - Place items on "freebie" table.
  - Remove and take back item after meeting if item is not taken.
- Announces at meetings that free items are on the "freebie" table, and what those items are.
- Conducts auctions when items are available.
- Does not accept items considered as hazardous materials.
- Participates in Board Meetings.