



TUCSON AMATEUR ASTRONOMY ASSOCIATION DONATION EQUIPMENT MANAGER POSITION DESCRIPTION

1. Title:

Donation Equipment Manager (DEM)

2. Position Summary:

Manages the donation of equipment and maintains the inventory of donated equipment including storage and disposal. Serves as Liaison between the prospective equipment donor and the Tucson Amateur Astronomy Association (TAAA).

3. Specific Procedures:

a. Upon receiving a request to donate equipment to the TAAA the DEM will evaluate the equipment to be donated and make the following determinations

(1) Suitability for use by TAAA, based on usability and condition. See note at bottom of this document.

(2) Value of equipment based on research and value of similar equipment.

b. If the equipment donation is approved by the DEM and the Board of Directors, if required according to the TAAA Donation Policy, an itemized receipt for the donated equipment shall be issued to the donor. This receipt will not contain the valuation. The donor shall be informed that TAAA may use the donated property in any way that TAAA deems appropriate, including selling said property. The donor may assign an appropriate value for tax purposes.

c. A copy of this receipt with the DEM determined valuation shall be given to the treasurer for the purposes of accounting.

d. The DEM shall take possession of the donated equipment as specified by the donor and listed on the itemized receipt.

e. The DEM shall maintain a current inventory, including current value, for all donated equipment. The inventory shall be updated whenever a donation is made or equipment is disposed of, either by sale or reassignment, and all values shall be updated periodically. The inventory information shall contain a thorough description of each item.

f. The DEM shall store the donated equipment at a suitable storage location.

g. Currently there is no budget associated with this position, however storage of the equipment may require a budget in the future.

h. The DEM shall issue the reports and notifications as defined in the Donation Policy and Donation Equipment Disposal Policy.

i. The DEM shall dispose of donated equipment according to the Donation Equipment Disposal Policy.

j. Internal and external Points of Contact:



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TAAA Leaders: Leaders shall receive notifications of incoming equipment and shall notify the DEM of any equipment 'needs'.

4. Additional Information:

- a. The main challenge is storage of the equipment. Initial storage shall be done at the TIMPA barn.
- b. No assistant is needed
- c. Skills required – the person performing these duties must have a good working knowledge of amateur astronomy equipment and be able to make an educated estimate of the equipment's suitability (condition, usability, etc.).
- d. Abbreviations/acronyms commonly used include:
 - BOD = Board Of Directors
 - DEM = Donation Equipment Manager
 - TAAA = Tucson Amateur Astronomy Association

5. Required Reading:

The DEM shall read the latest versions of the following policies:

- TAAA Donation Policy**
- Gift Acceptance Policy**
- Donation Equipment Disposal Policy**

Note: The TAAA shall define the concept of suitability for use as either the equipment can be put to immediate use within the club's current asset structure (such as part of the loaner pool inventory for example) or the club has a high degree of confidence that the equipment may be 'disposed of', thru direct sale or auction, thus mitigating storage issues. The Donation Equipment Manager shall inform the donor that this possibility might exist.