

# **Leeming Bowls and Recreation Club**

## **Position Statement**

### **DIRECTOR OF BAR**

#### **Duties and Responsibilities**

1. To liaise with the Bar Manager to maintain stocks to an optimum level.
2. To oversee and direct the Bar Manager
3. To manage all volunteer staff and to establish a roster to ensure the bar is suitably manned and open at all times as required by the Executive.
4. To ensure stock takes are carried out as required by the Executive.
5. To recommend pricing changes to the Executive to cover movement in the price of product and to cover excise rises.
6. To attend Executive meetings
7. To ensure that the Leeming Bowls & Recreation Club complies with the legal requirements of the Liquor & Gaming Commission.
8. To ensure that the bar area is a safe working area.

# **Leeming Bowls and Recreation Club**

## **Position Statement**

### **DIRECTOR OF GREENS**

#### **Duties and Responsibilities**

1. To prepare the greens for all events as directed by the Executive.
2. To manage all volunteer staff and to establish a roster to ensure the greens are maintained to a suitable standard.
3. To maintain the surrounds of the greens area.
4. To maintain an inventory of all equipment used in the management of the greens.
5. To ensure that all equipment is maintained to a satisfactory standard.
6. To prepare submissions for the Executive for the purchase of any new equipment.
7. To attend meetings of the Executive.
8. To ensure that the area and the surrounds is a safe working area.

# **Leeming Bowls and Recreation Club**

## **Position Statement**

### **DIRECTOR OF HOUSE**

#### **Duties and Responsibilities**

1. To ensure all maintenance is carried out with regard to the clubhouse.
2. To maintain all Honour Boards
3. To prepare submissions for the Executive for the purchase of any new equipment.
4. To attend meetings of the Executive.
5. To ensure that the clubhouse is a safe working area and safe for all members, staff and guests.

# **Leeming Bowls and Recreation Club**

## **Position Statement**

### **DIRECTOR OF BOWLS MEN AND WOMEN**

#### **Duties and Responsibilities**

1. To act as Chairperson for the relevant Bowls Committees.
2. To jointly prepare the annual fixtures with the Director of the opposite gender.
3. To ensure that all bowls events are correctly organised.
4. To ensure that a roster is maintained to enable all bowls events to be correctly managed.
5. To liaise with the Selection Committees to help manage disputes.
6. In the event of resignations from either the Selection or Bowls Committees, to make recommendations to the Executive for replacements.
7. To ensure that the Club has a sufficient number of umpires.
8. To liaise with the Club coaches to ensure that coaching is readily available to members.
9. To attend meetings of the Executive.
10. To maintain the records for the Women's and Men's bowler of the year.

# **Leeming Bowls and Recreation Club**

## **Position Statement**

### **DIRECTOR OF SOCIAL**

#### **Duties and Responsibilities**

1. To prepare an annual schedule of social events to present to the Executive for approval.
2. To organise with their committee, all social events.
3. To ensure that Bingo is adequately staffed.
4. To ensure that the Leeming Bowls and Recreation Club comply with the legal requirements of the Liquor and Gaming Commission.
5. To submit a budget for social events to the Executive for approval.
6. To attend meetings of the Executive.

# **Leeming Bowls and Recreation Club**

## **Position Statement**

### **DIRECTOR OF MEMBERSHIP**

#### **Duties and Responsibilities**

1. To achieve 4.5% increase in membership each year.
2. To form a membership committee to assist with the role
3. To conduct open days to encourage new members at least twice per year.
4. To conduct marketing campaigns using posters, letter drops, newspapers, social media and website to attract new members.
5. To design a welcoming pack for all new members
6. To develop a mentoring plan to ensure new members are familiar and comfortable within the club.
7. To ensure coaching is available to all new members
8. To attend executive meetings

# **Leeming Bowls and Recreation Club (Inc.)**

## **Position Statement**

### **BAR MANAGER**

**Reporting line:** You will report directly to the Director of Bar or in their absence, the President of the Club.

The following details are the duties and responsibilities of the Bar Manager

1. To manage the Bar of the Leeming Bowls and Recreation Club and to serve alcohol, soft drinks and sundries to the patrons.
2. To manage the stock levels to an optimum level to ensure that stock on hand is sufficient for the demand, without carrying excess stock.
3. To order replacement stock as required.
4. To carry out stocktakes as required by the Executive.
5. To manage any volunteer Bar Staff.
6. To balance the till daily and to ensure the takings are locked in the safe.
7. To ensure the Bar area is kept in a neat, tidy and safe way.
8. To comply with the requirements of the Liquor and Gaming Commission.
9. To make recommendations to the Executive regarding potential new products and potential supplies.
10. To ensure that the Club is locked and the security alarm is on when the Bar is closed.
11. To manage any outside function bookings and to run the Bar for such functions.
12. To report any poor behaviour by patrons to the Executive.
13. To always act in a friendly and courteous manner.
14. To submit hours worked each fortnight to the Treasurer.