



POSITION DESCRIPTION

Facilities & Projects Director

Context / Purpose

To ensure that the physical environment (excluding greens) are maintained so as to provide a safe, inviting environment for members and guests.

Committee Role

Decision making, overseeing and long term focus level of the committee.

Objectives

- To maintain a safe, inviting physical environment.
- To identify opportunities to improve the Club physical environment – projects.
- Ensure that projects are planned and fully funded.
- To manage the implementation of approved projects.

Responsibilities

- To oversee the activities of the Grounds Maintenance, Building Maintenance, Kitchen Manager and Technology Manager roles.
- To ensure the Grounds Maintenance and Building Maintenance, Kitchen Manager and Technology Manager volunteers have the resources required to fulfill their roles.
- To negotiate and document terms of engagement with contractors (both ongoing and project related).
- Identify opportunities to improve Club facilities and submit costed proposals to Committee.

Relationships

- Reports to the President and Committee.
- Liaises with the President, Secretary and Committee.
- Liaises with the Treasurer, Grants Manager and ASF Coordinator on project funding.
- Liaises with the local council.

Accountability

- The Facilities and Projects Director is accountable to the President and Committee.
- Provide a report on any aspect of the facilities and projects to the Committee when requested.

Commitment

The expectation is that this role will require between 2 hours commitment per week. This may increase at times where specific projects are being delivered.