



POSITION DESCRIPTION

Operations Director

Context / Purpose

This role is responsible for the Club's main revenue generating business operations: Bar, Functions and Barefoot Bowls.

Committee Role

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

Objectives

- To ensure that the Committee receives accurate financial reports on Bar, Function, Barefoot Bowls.
- To support the committee to ensure the efficient operation of the club.
- To ensure that appropriate support is provided to managers of Bar, Function and Barefoot.

Responsibilities

- Provide a coordinating and support role for club positions including Bar, Function, Barefoot Bowls.
- To oversee the bar management (stock, cleanliness, equipment maintenance etc).
- To ensure that operational activities in this portfolio are adequately staffed.
- Ensure appropriate contractual arrangements are in place as applicable to the Bar, Function and Barefoot roles

Relationships

- Reports to and liaises with the President and Committee.
- Oversees the activities of the Bar Manager, Functions Coordinator and Barefoot Bowls Coordinator.

Accountability

- The Operations Director is accountable to the President and the Committee.
- Provide a report on any aspect or portfolio of the club's operations to the committee as and when requested.

Commitment

It is anticipated this role will require less than 2 hours commitment per week. This may increase from time to time and in relations to specific activities, such as assisting the Membership Director with membership drive initiatives.