



CLUB DIRECTOR Role Description

The Club Director shall:

- Conduct all correspondence pertaining to matters concerned with running the Club, as required by the Rules of the Club and licensing Court.
- Be responsible for the efficient running of bar and catering facilities and be responsible for liaison with and reporting on activities conducted by SubCommittees placed under their control by the Board.
- Direct line reporting to the club “Canteen Manager” and “Bar Manager” and coordinates both areas in conjunction with these positions.
- Be responsible for running of Club functions, management of bar and canteen, pricing and stock control.
- Ensure the Club complies with relevant Liquor Licensing Laws in co-operation with the Licensee.
- Hiring of Club facilities to Members and outside interests.
- Assist with hosting special events at the Club.
- Act as a general first point of contact with Council.
- Responsible for the security of the premises, including the co-ordination and delegation of club lockdown each time the club is open.
- Apply or assist with applications for Grants with respect to Clubroom facilities. Ensure compliance with any necessary reporting required by such Grants. Manage resulting projects to ensure agreed outcomes are achieved.