[CLUB NAME]

Job Description – Clubhouse Convenor

**Job Title:** Clubhouse Convenor

**Responsible/reporting to:** The Club President

**Responsible for :** Chair of the House Committee

**Work with :** Clubhouse Steward/Manager, Bar/Catering Manager, Catering/Bar Franchisee

**Tenure/Term :** \_\_ years

**Skills/Attributes:**

* Well organised
* Passionate about the club and its future
* Able to work well with people and think innovatively
* Great communicator
* Prepared to make a regular time commitment
* Able to maintain accurate records
* Good with IT / computers / email
* Able to present reports and findings at Committee meetings & AGM (if required)
* Physically able

**Qualifications/Training/Experience:**

* Hospitality experience
* Trade, DIY or facility maintenance experience
* Having sat on House sub-committee for a minimum of \_\_ years

**The Clubhouse Convenor is responsible for supervision of the clubhouse operations & in doing so provide good governance in this area - in this capacity they shall fulfil the following duties:**

**Club Governance**

* To understood the Club Constitution obligations and to form an effective House Sub-Committee
* Effectively communicate all club policies, principles and values that related to the clubhouse operation in a clear and professional manner, be it internally or externally.
* Develop and review appropriate policies and procedures for clubhouse operations.
* To be present at the AGM and any EGM to offer support and information.
* Write and present clubhouse report for main club committee, attend committee meetings and report on sub-committee progress and findings, KPIs met and any other matters.
* Bring proposals to and advise the main club committee in the management of clubhouse.

**Working with Others & Communication**

* Establish and communicate customer service standards for clubhouse activities and staff working.
* Working and communicating with the club secretary on all matters related to clubhouse
* Working closely with bar and catering managers
* Build strong working relationships with any franchise, outsourced or contracted catering/bar operations.
* Act as the ‘focal point’ for member communication both outgoing and incoming for clubhouse related matters
* Develop appropriate communications i.e. column in monthly newsletter, social media, etc.

**House Sub-Committee**

* Chair and lead the House sub-committee
* Seek out suitable candidates to sit on House Committee
* Keep up to date with all information from Bowls Scotland and other relevant organisations and disseminate this to house committee.

**Clubhouse Planning & Management**

* Lead the development, implementation and review of the clubhouse pages of the business plan.
* Lead the annual budget process for clubhouse and ensure an appropriate annual budget is proposed to the club committee for approval
* Upkeep of all KPI tracking related to clubhouse activities.
* Monitoring and upkeep of actual clubhouse budget
* Negotiation, monitoring and review of any relevant franchisee/sub-contractor agreements for clubhouse operations.

**Maintenance, Legislation, Capital Projects**

* Ensure club is compliant with all relevant legislations pertaining to clubhouse, catering and food preparation
* Ensure club is maintaining relevant fire and health & safety documentation and taking appropriate actions resulting for clubhouse.
* Ensure club is maintaining and compliant with all relevant employment law
* Oversee/organise/undertake basic maintenance tasks & activities
* Project manage/oversee/organise/undertake major maintenance & refurbishment activities in line with budget and plan.
* Develop capital project programme in line with membership & committee feedback, club direction & business plan, and long-term budgeting.

***TIME COMMITMENT FOR THIS ROLE: \_\_\_\_\_ approx. hours per month/week.***

***Requirements to attend meetings \_\_\_\_\_\_***

***Any duties within this role descriptor may be amended by the President after consultation with the post holder and Committee.***