



## DUTIES OF CLUB OFFICIALS: HOUSE COMMITTEE CHAIRMAN

*(revised June 2011)*

As Chairman of the House Committee you are responsible to the General Committee for the maintenance and development of the Clubhouse and its adjacent buildings and its services, the recruitment, conditions of service and supervision of House Staff, the policy for bar and catering and all regulations under which Members enjoy the facilities of the Clubhouse.

The following brief is not exhaustive but intended as a guide to the more important responsibilities of your appointment.

### 1. Organisation

- ✎ Policy decisions of the House Committee are subject to confirmation by the General Committee. This should be sought by inclusion of such items in the Minutes of each Committee Meeting.
- ✎ Keep the workload on the Chairman to a reasonable level. Sub-Committee Members should be allocated specific responsibilities within your brief. The General Committee should be advised of these allocations so that problems arising can be quickly directed to the responsible person.
- ✎ Call a Committee Meeting at least once a month (December optional) and ensure that the Minutes are distributed to all General Committee Members at least one week before their next meeting.
- ✎ Report directly to the Club Chairman who may attend your Committee Meetings. He should be kept informed of any major incident. Matters affecting the day-to-day running of the Club must be referred to the Secretary/Manager.
- ✎ Policy matters under consideration that may affect other Committees or members of staff should be discussed and agreed with those concerned before finalising the proposed policy and submitting it to the General Committee for approval.
- ✎ Expenditure incurred must be kept within the budget agreed by the General Committee for the year and upon agreed projects. Extra expenditure except of a minor nature, must be agreed by the General Committee before being incurred.
- ✎ A draft budget for the following year should be prepared each year for consideration by the Finance Committee and subsequent approval by the General Committee as a basis for determining subscription levels to be recommended to the Membership. It may be useful to keep a note of likely items of expenditure as they arise during the year.

- ✉ Should you go on holiday you should notify the Secretary/Manager of any action required of him in your absence.
- ✉ Ensure, in conjunction with the Secretary/manager, that the provisions of the Health and Safety at Work Act are being met in all respects.
- ✉ Ensure that all Fire Regulations are complied with and be prepared for the annual visit by the Fire Authority in respect of precautions taken for the safety of the staff, residents, Members and their guests and visitors.

## 2. Bar

### Opening Hours

Determine, in consultation with those concerned, bar opening hours for the Club. The wishes of the Membership, the practicalities and economics of staffing and the legal position are all relevant and must be reconciled before a proposal is brought to General Committee for approval.

### Prices

Determine in consultation with the Stocktaker, Finance Chairman and others concerned, the bar prices to apply, and to publish the list, with a copy to the Secretary/manager. You should act immediately after a stocktaking to review prices after receipt of notification of increases from suppliers.

### Staff

You are responsible for engaging bar staff and for negotiating with them the terms of their employment. These must be comprehensive for the protection of both the club and member of staff and they must comply with all relevant employment legislation in force. The Secretary/Manager should be consulted in this respect and be given a copy of the final document to apply in his day-to-day management of the Club. Any changes that subsequently become necessary in the terms of employment should be similarly negotiated and confirmed in writing to both the member of staff concerned and the Secretary/manager.

### Accounting and Stock Control

In consultation with the Stocktaker and Steward you should put into effect an agreed system to ensure that deliveries, issues from store and sales are all positively checked and recorded so that losses through errors or dishonesty do not occur, or if discrepancies do arise they are immediately identified and isolated.

### Equipment

Maintain and periodically check the bar equipment inventory - the property of the Club.

## 3. Catering

- ✉ Keep catering policy under constant review and, if changes are necessary for the benefit of the Membership, negotiate them with the Caterer and then seek the approval of the General Committee.
- ✉ Undertake the tasks of engaging and negotiating the terms of contract with the Caterer.

- ✉ Agree catering prices with the Caterer and publish them to the Membership with a copy to the Secretary/manager, indicating the effective date and duly signed to confirm authority.
- ✉ Maintain, and periodically check, an inventory of catering equipment - the property of the Club.

## 4. Cleaning and Maintenance

You are responsible for recruiting, agreeing and recording the terms of employment of members of staff responsible for the day-to-day control, security, maintenance and cleanliness of the Clubhouse, Locker Rooms and surrounds. It should be clearly defined in the contracts of those concerned:

- a) The opening and closing times of the Clubhouse, Locker Rooms, etc., and who is responsible.
- b) Responsibility for checking and taking action where necessary, the correct functioning of water supplies, gutters, toilets, drains, the supply of soap, toilet tissue and towels etc.
- c) The exact scope of responsibility of those employed to ensure the cleanliness and proper maintenance of the Clubhouse, Locker Rooms, etc., and their furnishings and fittings.
- d) Responsibility for the control and routine maintenance of the heating plant.

Periodically check the structure and decoration of the Club buildings and a programme of necessary maintenance should be drawn up, the cost of which should be included in your annual budget.

## 5. Furniture and Equipment

You are responsible for necessary maintenance of:

- a) All Club property, internal and external, except that which is the responsibility of the Green Committee.
- b) All furniture and fittings.
- c) Snooker tables and equipment.
- d) Bar, catering, and office equipment.
- e) Carpets and soft furnishings.

You should delegate responsibility for the day-to-day care of these items specifically to Members of your Sub-Committee.

## 6. Finance

You have overall responsibility for Agreements affecting the Club. These are held by the Secretary/Manager and refer to the Bar, Snooker tables, gas supplies etc.

Invoices and other debits falling within your area of responsibility will be made available for checking and certification before return to the Secretary/Manager for payment. They should not be removed from the premises.

## 7. Liaison

Your concern in the following matters is also shared by other Committees in some respects. You should consult those concerned in formulating policy and in ensuring that all necessary action is taken concerning:

a) **Drains and Sewage Plant**

The Greens Chairman is concerned with these and with the electrical supply to the sprinkler system.

b) **Social Events**

Use of the Clubhouse and equipment is required by the Social Committee.

c) **Open Competitions**

Preparation of the Clubhouse, Locker Rooms, policy for use of the Snooker tables, etc. as required by the Captain, Lady Captain or Competitions Chairman as appropriate.

d) **Insurance**

You and the Finance Chairman should ensure that all necessary insurances are in force, bringing any recommendations for change to the General Committee.

e) **Day-to-Day Control of Staff and Facilities**

The Secretary/Manager is the Club Manager, present at the Club when Committee Members may not be able to be there. He should therefore be given all the information necessary to enable him to carry out his management function on behalf of the General Committee and within its policies.

f) **Clubhouse Development**

You should be actively involved in any development or refurbishment plans in respect of the clubhouse or of any other property which is the responsibility of the House Committee.