

JOB DESCRIPTION (HOSPITALITY TEAM LEADER)

Scope and Purpose

Accountable to the Board of Directors, this position is responsible for providing refreshments for Club meetings. and for bowling tournaments (Club, Interclub, Bowls BC, V&D, national or international tournaments.

Key Responsibilities and Duties

1. Liaise with Director-at-Large (Social) to maintain communication with Board of Directors.
2. Work with the Treasurer to review the annual budget. Monitor and approve expenditures and revenue to balance the hospitality budget.
3. Liaise with other club leaders, including the House, Social Events, BBQ, and Bar where responsibilities overlap.
4. Recruit a Convenor for each tournament and liaise with them. Provide Tournament Hospitality Checklist/Guidelines to convenors. (Back) Convenors get volunteer helpers for their event.
5. Ensure convenors purchase food (other than tea or coffee) within their budget.
6. Check availability of food and supplies and ensure refreshments are available when required for member meetings (AGM, SGM, other general meetings).
7. Maintain statistics such as # of meetings, tournaments, volunteers, etc.
8. Assess and evaluate club hospitality and make recommendations to the Board of Directors.
9. Assist with recruitment and training of a Club member to facilitate future leadership in this position

Target Dates

Hospitality support to be determined by the schedule for interclub and other tournaments and SPLBC regular and special events.

September 2019