

JOB DESCRIPTION - TEAM LEADER - VISITOR /CORPORATE EVENTS

Scope

Accountable to the Board of Directors, this senior person is responsible for managing (planning and executing) the Club's corporate and visitor events.

To manage within available funding the work required to maintain a visitor events program including i) provision of a program of corporate group rentals and ii) visits by bowling groups from other clubs

Key Responsibilities and Duties

1. Liaise with Vice-President to maintain communication with Board of Directors
2. Work with the Treasurer to prepare and monitor a yearly budget for the Corporate Events.
3. Liaise with Treasurer and Bookkeeper to manage record keeping of revenue from Corporate events.
4. Monitor and evaluate Corporate Events on an ongoing basis.
5. Assist with recruitment and training of a club member to assure future leadership in this position

Task Checklist:

- Serve as contact person for visitor and corporate events, with name and email address on the SPLBC web site. Respond to inquiries received by email or SPLBC telephone.
- Maintain a record of all inquiries, confirmed visits, invoicing and payments received.
- Prepare schedule of bookings and update club calendar on website.
- Recruit event leaders and helpers. Convene a meeting of event leaders to orient them to the season's program and event routines.
- Receive and record signed agreements and reservations with approved visitor groups.
- Enlist and assign event leaders for each event and assist with communication between visitor group and event leader.
- Receive report from event leader and invoice visitor group, copying the treasurer and bookkeeper.
- Ensure coordination with club events.
- Maintain statistics re: number of events and number of visitors.
- Monitor the program on an ongoing basis and make changes where necessary.
- Follow up with those corporations who have not paid the invoices.
- Review and evaluate the season and propose changes for the next year.

Target Dates:

Visitor events to begin as soon as bookings are made and when the weather permits, once the greens open.

Event season ends at the end of September or when weather deteriorates.

September 2019