

Facilities Director



Role Purpose

To ensure the facilities of the Club are well maintained and coordinated amongst member volunteers

Profile Responsibilities

Responsibilities	Best Practice	Measures
Club Assets are maintained and in proper working order	Assets and equipment that are safe to use with minimal breakdowns	• Zero safety incidents • Low Repairs Costs
Oversee club security	A secure and safe environment that protects club assets and people	• Minimal theft and Vandalism • Zero safety incidents
To recruit volunteer members to assist in the running of the division	A pool of members available and willing to assist	• Willing participation in volunteering activities

Skills and Attributes

- Organisation
- Communication
- Leadership

Lockleys Bowling Club

By-Law 6 – Grounds and Gardening

In accordance **with** Section **36.1** of the Constitution, the Board of Management has appointed a Grounds and Gardening Sub-Committee.

The sub-committee co-ordinator

- Manages and organises meetings
- Reports to the **Facilities Director**

Committee Responsibilities

- Excluding the playing greens, maintains the facilities outside of the clubhouse such as the grounds, gardens, garden beds and grass surrounds.
- Ensures that helpers are recruited, supervised and supported.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its duties.
- Ensures that any costs associated with the grounds and gardens are ratified by the Facilities Director through the board.
- Ensures any contractors who are engaged for the purposes of maintaining the grounds and gardens are compliant with any request from this committee or by the board.

Lockleys Bowling Club

By-Law 7– Cleaning

In accordance **with** Section **36.1** of the Constitution, the Board of Management has appointed a Cleaning Sub-Committee.

The sub-committee co-ordinator

- Manages and organises meetings
- Prepares rosters and distributes to cleaning staff
- Reports to the **Facilities Director**

Committee Responsibilities

- Ensures that helpers are recruited, supervised and supported.
- Prior to and during tournaments or social activities, liaises with other relevant committees to ensure cleaning standards are maximised.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its duties.
- Ensures that regular reviews or audits are undertaken to maintain a high level of hygiene and cleanliness.
- Ensures that any contractors who are engaged for the purposes of cleaning are compliant with any request from this committee or by the board.

Lockleys Bowling Club

By-Law 20 – Building Maintenance

In accordance **with** Section **36.1** of the Constitution, the Board of Management has appointed a Building Maintenance Sub-Committee.

The sub-committee co-ordinator

- Manages and organises meetings
- Reports to the **Facilities Director**

Committee Responsibilities

- Ensures that helpers are recruited, supervised, and supported.
- Maintains a register of council contacts, contractors, service providers and appropriately skilled club members who can be called upon to carry out club maintenance tasks.
- Is aware of who is assigned responsibility under our lease agreement for specific maintenance repairs.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its maintenance duties.
- Ensures any contractors who are engaged for the purposes of maintenance are compliant with any request from this committee or by the board.