

Social Director



Role Purpose

The Social Director will coordinate the delivery of social events and services internally and externally.

PLEASE NOTE: Bar Management and Operation has been moved from The Social Portfolio and is under the the direction of the Treasurer.

Profile Responsibilities

Responsibilities	Best Practice	Measures
Bar management and operation	A fully stocked and availably staffed bar	• Revenue • Access when needed
Social events	Well communicated, well run, regular functions	• Revenue • Participation • Enjoyment (positive feedback)
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
Presentation nights	Well organised and promoted ensuring recognition of all achievements	• Well attended (70%) • Member feedback
Community events	To coordinate and host external social events	• Fundraising • Identify opportunities

Skills and Attributes

- Enthusiastic and confident
- Good communicator
- Good problem solver
- High level of organisation
- Lateral thinker
- Good motivator
- Good social network
- Experience in service delivery

Lockleys Bowling Club By– Law - 2 - Bar

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

The sub-committee co-ordinator

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

Committee Responsibilities

- Ensures that the club recruits, supervises and supports all bar staff.
- Ensures that bar staff personnel have completed the required RSA bar qualification through an accredited Responsible Service of Alcohol training course.
- Ensures that the club complies with all Responsible Service of Alcohol regulations.
- 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 rosters for bar service are drawn up in advance of pennant games, social games, night owls and other club events as required.
- Ensures that the club complies with all operational procedures associated with the running of the bar.
- Ensures that the prices of all drinks sold are at a level to ensure profitability for the club in consultation with the treasurer.

Lockleys Bowling Club

By-Law 10 – Social & Fund-Raising Committee

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

The sub-committee co-ordinator

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

Committee Responsibilities

- Ensures that every internal, external hire or social event at the Lockleys BC is run through this committee.
- Consults with the Greens Manager when events require the use of our greens.
- Coordinates and organises events and social functions such as Christmas dinner, presentation night and club raffles.
- Consults and communicates with other committees such as tournaments / catering to ensure events run smoothly.
- Creates and maintains a calendar of events for the club.
- Ensures that the club is presented in the best possible way at any event where visitors attend.
- Ensures the Board grants approval of any (new) event that has a financial impact on the club.

Lockleys Bowling Club By– Law 15– Hiring of Premises

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

The sub-committee co-ordinator

- Manages and organises meetings
- Maintains a diary/calendar of hire
- Manages the collection and reconciliation of monies through the treasurer
- Reports to the **Social Director**

Committee Responsibilities

- Develops and reviews a Hire Procedures checklist and pricing structure for hire groups (to be ratified by the board).
- Ensures the club has control of all matters concerning the hiring of the premises.
- Ensures the premises are reinstated to their prior condition after a hire event.
- Ensures that the hiring of the premises is approved by the Social Director.
- Coordinates and communicates with other relevant committees in respect to the hire eg Cleaning Committee.
- 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 contractor that is engaged for the purposes of cleaning are compliant with all requirements set by this committee or by the Social Director