

**Duties Statements: House Chairperson and Bar Staff****Position: House Chairperson****Summary of the Position**

As described in the constitution of the Largs Bay Sailing Club, the House Chairperson is elected by members at the AGM for a two-year period to manage the operation of the club bar facilities.

The role of the House Chairperson is to form and chair a House Sub-committee comprising at least 4 persons, who will have the responsibility to make recommendations for the operation the LBSC licenced bars.

The House Chairperson shall report to the monthly management meetings any recommendations of the House Sub-committees for operational changes to improve the operation and profitability of the club bars.

**Reporting/Working Relationships**

The House Chairperson reports to the club Management Committee and is required to attend monthly committee meetings.

The House Chairperson shall not have the power to make any decisions binding upon the sailing club or its members, but shall report to the monthly meetings any recommendations of the House Sub-committees for operational changes to improve the operation and profitability of the club bars.

The Management Committee shall consider any recommendations and may give approval for implementation or reject any recommendation.

The House Chairperson shall assist the Social Chairperson with bookings to hire club facilities for private functions, including liaising with the hirer for provision of special services and calculating end of booking fees and charges.

The House Chairperson shall communicate with the Bar Supervisor, Barpersons and volunteers to manage the efficient operation of the club bars and ensure that courteous, efficient and responsible service is provided to patrons.

**Responsibilities and Duties**

The House Chairperson shall:

1. Be responsible for the efficient management and operation of the club bars.
2. Provide a monthly written report to Management Committee on the operations and performance of the bars.
3. Recruit and employ, on a casual basis, a Bar Supervisor and other paid or volunteer bar staff as required.
4. Implement a system to train and monitor staff performance to ensure the efficient operation of the club bars.
5. Manage the operations of the bar in the absence of the Bar Supervisor.
6. Ensure that LBSC provides and maintains a safe work environment for staff and volunteers.
7. Maintain standards for responsible service of alcohol.
8. Ensure that the Liquor Licence is renewed annually and that LBSC complies with other licence requirements.
9. Provide to the Treasurer weekly (and monthly) reports of bar sales and expenditure and all cash advances.
10. Provide to the Treasurer a weekly record of staff hours of employment, which can be used for preparation of wages and other award payments due to bar staff.
11. Undertake a stocktake at least monthly and provide a report to the Treasurer and Management Committee.
12. Assist the Treasurer in preparing the annual budget including providing forecasts of sales and expenses and costs of planned maintenance and upgrading of bar equipment.
13. Maintain an awareness of changing consumer trends in alcohol and snack food preferences to effectively manage stock purchases to best satisfy customer demands and maximise bar revenue.
14. Monitor the performance and suitability of bar equipment and act promptly to and maintain existing facilities and recommend the purchase of new bar equipment.

**Other Requirements**

The House Chairperson shall:

1. Complete a course in Responsible Service of Alcohol (RSA) and oversight the bar operations to ensure that the bar is operating according to those guidelines at all times.
2. Have a knowledge of the South Australian liquor licensing laws and regulations.
3. Behave in a responsible manner at all times when managing the bar facilities and supervising persons employed to work in the club bar.
4. Manage the club electronic register system to ensure that accurate records are kept of sales.
5. Oversight the recording of stock purchases, bar sales and receipts and provide relevant transaction reports.
6. Be able to prepare and interpret accounting records and prepare financial reports (using MS excel and word).
7. Submit every two years a National criminal history screening report to the Management Committee.

END – House Chairperson