



# TORQUAY SURF LIFE SAVING CLUB INC.

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## **Position: Functions Director**

**Purpose:** The Functions Director is responsible for the operations of the clubhouse, including administration of the use of club facilities both by members and outside organizations and individuals.

## **Desirable Attributes:**

### **Administration Skills**

Well organised and a good communicator

Dedication and loyalty

Goal oriented and self-motivated

Decision making and delegation

Leadership of other staff/volunteers

### **Personal Qualities**

Lots of energy and enthusiasm

Initiative Tact and discretion

Good listening skills and a genuine interest in people

Good understanding and knowledge of the organization and its activities

Negotiation skills

## **Specific duties include but are not limited to:**

- Manage and actively promote bookings for all club facilities
- Manage and co-ordinate functions with the aid of fundraising and social committee to raise funds for the club
- Responsible for the coordination and running of major club fundraising events such as Good Friday Fish day, Jim Wall event management ,
- Manage external catering agreements
- Oversee running of bar facilities and responsible for ordering supplies
- Lead social committee and actively recruit volunteers
- Organise time to see functions/Wedding bookings, walk through club & discuss booking package.
- Support functions on-call during their weekend event
- Contact booking prior to event.
- Communicate with Bar Management weekly on functions/groups for that week. All covered and organised.
- Support Club during Summer trading hours with Staff, Bar and Food.
- Review and monitor function costings and report back to Committee on a regular basis