

## Job description

### Volunteer post: Premises Director (Board Member)

**AIM:** To inspire members and visitors with quality of all sports play areas, premises, and grounds, and to ensure that these are kept in attractive, safe, and secure condition at all times.

**REPORTING LINES:** Responsible to club chairman and other Board colleagues. Key contacts are treasurer (especially for urgent approval of any significant spending between meetings), 3 playing section representatives (tennis, squash, and croquet), 2 events, bar & lettings representatives (for their separate but overlapping interest in clubhouse).

**MANAGEMENT & SUPPORT:** Responsible to Board for 2 part-time contractors- cleaner and premises & grounds (each about 500 hours pa). Separate contract and job description for each post is available for information and up-dating as required.

#### DUTIES:

- To attend Board meetings (about 8 meetings a year) and participate on equal basis with colleagues carrying out club corporate business including finance, communication, recruitment and retention of members, and future development;
- Keep routine premises and grounds expenditure under review and ensure that proposals for significant and non-routine spending are fully costed, based where practicable on a choice of quotes, and make recommendations to Board to ensure best value for money;
- To play a lead role in annual budget exercise each spring submitting fully costed forward plans for both routine and one-off spending within premises brief. Likewise, when Board evaluates outcomes as part of consideration of club Accounts prior to autumn AGM;
- Monitor outcomes to works expenditure and sign off invoices prior to passing to Chris Brooks (Membership and Finance Support);
- In relation to the 2 cleaner and grounds & premises contractors, take lead responsibility for recruitment, induction, and training, whenever vacancy occurs, supervision and motivation (communication, monitoring, support, and priority-setting), and remuneration (signing off invoices for fees and expenses, and submitting proposals for annual review of contracts and fees each spring);
- To participate in annual risk assessment (Club-Mark audit) each summer (usually June);
- To ensure that club continues to comply with relevant regulations with regard to fire, food hygiene, and other health and safety policies and good practice. This includes maintenance of first-aid kit, up-to-date list of first-aiders, fire notices and so on;
- To participate in Club Secretary's annual review of club insurance each summer (August or thereabouts) and support him/her in the event of any break-in or insurance claim, including arranging quotes and so on;
- Taking a leading role in the development of proposals to develop and improve the club facilities through participation in writing/reviewing club business plan and so on;
- Where appropriate, arrange working parties of willing members to tackle one-off tasks.

**EXPENSES & TRAINING:** Although post is unpaid, volunteers are entitled to claim reimbursement of expenses necessarily and reasonably incurred in course of carrying out their duties. This includes any previously agreed training events. It also includes any other volunteers who may assist the post-holder in carrying out the above duties.

28 September 2012