

DOUBLEVIEW BOWLING CLUB (INC)

BAR AND FUNCTIONS COMMITTEE CHARTER

Purpose

The Bar and Functions Committee is in place to oversee and support the operational performance of the Club amenities and to ensure alignment with the Club's strategic goals and objectives.

Structure

The committee shall be comprised of the following members;

- **Chairman** – Bar and Functions Director from the Management Committee
- **Committee Members** – as appointed by the Management Committee in conjunction with the Chairman at least one other member. These members are voting members and have oversight over financial and other metrics as well as compliance.
- **Sub-Committee members** – membership may comprise appointees with specific roles such as raffles, Club and bar support.
- **Club Manager** – the Club Manager is required to attend all meetings of the Bar and Functions Committee.

Objectives

The objectives of the Bar and Functions Committee are as follows;

- To oversee the operational performance of the bar and function amenities and necessary requirements of the Club are met with respect to compliance and performance of these amenities.
- To oversee and encourage support or development of functions for the Club that assist in fostering a positive Member experience.
- To prepare a budget for the Finance Committee which should include any expected extraordinary purchases or expenses for the financial year.

Roles and Responsibilities

- **Reporting**
 - Management shall provide a report to the Committee Chairman on a monthly basis detailing stock and financial metrics together with any details of variation in stock returns.
 - The Chairman of the Committee shall provide a written commentary on a monthly basis as to variances, expenditure, capital requirements and issues.
 - The Chairman of the Committee is to approve resolutions relating to bar and functions that are submitted to the Management Committee.
- **Operations**
 - The Committee shall ensure management have appropriate support in management and execution of functions.
 - The Chairman of Committee is responsible for approving (or in the case of blanket changes, recommending to the Management Committee) bar price variations that will ensure margins are maintained within estimates.
 - The Chairman of the Committee is responsible for review of function booking prices to ensure the Club is adequately compensated.

- The Chairman of Committee is responsible for reviewing the operating hours of the bar.

- **Policies and Procedures**
 - The Committee Chairman is responsible for:
 - Ensuring Member service levels are maintained to a standard expected by the Club
 - Ensuring management maintain current operating procedures and that policies are complied with.

- **Compliance**
 - The Committee Chairman shall ensure that all statutory requirements in relation to the affairs of the bar and its employees are met.

Review of Charter Document

This document is to be reviewed by the Management Committee at the first meeting of the committee following every Annual General meeting.

Review Date

1st Draft – July 2014