



DRAFT - JOB DESCRIPTION – ASSISTANT FUNCTIONS DIRECTOR

The Functions Director is responsible for an additional revenue stream for SLBC through the promotion and sale of the use of our facilities. The Assistant Functions Director is to support the Functions Director in their effort to achieve this.

Enquiries about the hire of our premises for events and functions for all purposes, including bowls, come through the Functions Director or the Secretary, either by phone or from the club's website. The Functions Director contacts the person or firm promptly to ascertain their needs and whether it is possible to meet those needs.

A Draft Proposal is drawn up by the Functions Director, using guidelines established from past experience and files. The Proposal is then emailed to the prospective client as a starting point in negotiations.

Once all points have been finalised, the final Proposal is emailed to the client. Once confirmation of Event is received, the Function Director then advises and copies the Proposal to the Assistant Function Director then advises the Treasurer to raise an invoice for the deposit to guarantee the proposed date and use of facilities. The Functions Director ensures that the booked event is noted on the club calendar website.

The Assistant Functions Director then produces "The Plan" and selects a Member of the Function Committee to manage the Event. The Plan is then sent to this Member, with a copy of the Proposal, who will then action it and follow it through to completion including the pre event meeting with the Client and then be followed up with a discussion either by phone or in person. A copy of the accepted Proposal is to be sent to the Provodore for information. If the Function includes bowling, the Bowls Captains are to be advised so that they can arrange the necessary number of Volunteers

The Functions Committee Member continues to liaise with the client to ensure that all obligations on the club's part are met

On the day of the actual event, the Functions Committee Member will have ensured that the premises are ready for the client. They will supervise the running of the event, including arrangements for closing the event and returning the club to its normal operating condition.

Following completion of the event, the Function Committee Member will liaise with the Treasurer on compiling the final invoice for payment by the client. Feedback will be sought from the client and others who have participated in the running of the event and a short review will be completed with the aim of improving future functions if thought necessary.

Attributes required to fill this position successfully would include a rigorous attention to detail, organisational expertise, interpersonal skills to engage with clients