

## **Functions Manager Bowls Club.**

The Functions Manager is empowered by the Board in managing Functions within the club. The Functions Manager is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations regarding the operations of Functions.

The Functions Manager must also ensure that all financial transactions occurring in the operation of Functions are recorded in the club's accounts.

and producing the club's financial reports for presentation to the board, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

### **Responsibilities.**

Empowering the board to manage the financial affairs of the club.

- Operate on behalf of the board as the contact person for all functions.
- Prepare for the board a list of operating criteria for all functions.
- Organize on behalf of the board any functions that have been contracted.
- Train volunteers in the operation of functions.
- Preparation of a Function budget and cash flow projection at the start of the year for review and sign off by the Board.
- Record all financial transactions in the clubs accounting system.
- Provide a list of payments for the previous month to the board each board meeting.
- Provide a list of revenues outstanding and payments to be made to the board each board meeting.

### **Essential Skills.**

- Enthusiastic and well organized.
- Ability to keep concise financial records in the clubs accounting system.
- Ability to allocate regular time periods to operate the function system.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.

### **Requirements.**

- The Functions Manager is expected to:
- Act in the best interest of the members always.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteer "working with children" check.

If at any stage the Functions Manager becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other board members.

End of year hand over.

- Updating key documents.
  - At the end of each year a key activity of the Functions Manager will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.
- Induction of the incoming Functions Manager.
  - An important responsibility of outgoing Functions Manager is to train, mentor and support the incoming Functions Manager.