

Introduction

The Bar Manager is nominated, seconded and elected by the membership at an Annual General Meeting (AGM) of the Club.

Terms of Reference

1. The Bar Manager is a member of the Management Committee.
2. Attends and reports to the monthly meetings of the Management Committee.
3. Recommends bar prices to the Management Committee.
4. Keeps full records of all bar income and expenditure and implements stock monitoring/tracking processes.
5. Liaises with the Honorary Treasurer as required.
6. Ensures that the bar is adequately stocked but with minimum wastage.
7. Orders stocks from suppliers as necessary and arranges for bar to be opened up for deliveries.
8. Monitors events in the club calendar which increase demand on bar stocks and makes arrangements for additional stock to be available.
9. Ensures that clear instructions are available in the bar for bar staff #.
10. Is responsible for the Bar Operating Instructions (MSCP65) and for its periodic review when requested by the Company Secretary.
11. Liaises with the Clubhouse Manager and/or Vice Commodore (Clubhouse & Club Development) regarding bar equipment and environs; for example repairs, replacements or new equipment as required.
12. Monitors the state of the area behind the bar and takes steps to resolve issues if bar staff are not leaving the bar in a clean and tidy condition.
13. Is a member of the Clubhouse & Precincts Sub-Committee.
14. The Bar Manager must stand down at the Club's Annual General Meeting (AGM) but may stand for re-election.
15. The Bar Manager role is open to any voting member* of the Club aged 18 or over who is proposed, seconded and elected by the membership at an AGM.

The Bar Manager is not responsible for organising volunteer rotas to run the bar, this is the responsibility of the Club member(s) organising events.

* A voting member is a member who has a vote at a general meeting under Article of Association 22.

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Reviewed on 20th March 2024 by the Bar Manager

To be reviewed after 4 years Next review due March 2028