



THE BRITISH CLUB EXECUTIVE COMMITTEE JOB DESCRIPTIONS

CHAIRMAN

Chairs Executive Committee meetings and represents the club at official functions

EXECUTIVE SECRETARY

Responsible for staff issues and legal issues

TREASURER

Controls and advises on financial matters

MEMBERSHIP SECRETARY

Reviews and recommends new applications to the Executive Committee

HOUSE MEMBERS

Oversee routine maintenance and new projects

SPORTS MEMBER

Liases with the club sections regarding sporting activities and facilities. Provides a weekly schedule of sports broadcast on TV

ENTERTAINMENTS MEMBER

Provides varied events for club members

FAMILY MEMBER

Internal décor, family activities

GENERAL DUTIES

Liases with the General Manager regarding Bar and catering activities

DEPUTY CHAIRMAN (elected at AGM)

In the absence of the Chairman, chairs Executive Committee meetings and represents the club at official functions