

BAYSWATER LACROSSE CLUB

Role Description



Job Title	Director of Special Projects	
Accountability	President Executive Committee	Hours 2-3 week, more hours if project undertaking is required
GENERAL DESCRIPTION - OBJECTIVES		
<ul style="list-style-type: none"> Identify/investigate and make recommendations to the Management Committee on matters not specifically handled by other directors such as Capital works improvements 		
RESPONSIBILITIES		
<ul style="list-style-type: none"> Co-ordinate projects as identified by Management Committee from time to time. Suggest projects to improve club facilities. Organise at least three quotes for any project and submit to the committee. Prepare tenders and grant applications relevant to capital works or small equipment grants. Organise busy bee pre-season no later than end of February to make sure all equipment is in prime condition for the start of the season. Submit a budget of projected projects that require funding throughout the season. Liaise with local government authorities where approvals are required for extensions/renovations to the club are considered. Liaise with appropriate stakeholders from within the club and other affected outside parties. Prepare monthly reports for presentation at Management Committee meetings. Prepare annual report for AGM by second Wednesday in October each year and submit to Club Manager Assist officers and sub-committees in their duties. Assist with other matters that may arise from time to time. 		
QUALIFICATIONS - ACCREDITATIONS		
Essential	Desirable	
	Building Qualifications or associates within the building industry	
RELATIONSHIPS		
<ul style="list-style-type: none"> Liaises with the Executive. Liaises with sub committees. 		
REPORTING		

Job Title

Director of Special Projects

- The Director of Special Projects is accountable to the President and the Executive Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.