

# **STRATFORD MUNICIPAL GOLF COURSE ASSOCIATION MANAGER'S JOB DESCRIPTION**

## **Overview**

The Manager of the Stratford Municipal Golf Course Association is responsible for the day-to-day operation of the club and implementation of Board decisions as required. The club manager's main functions include:

- a) Providing a courteous and reasonably available interface to the membership of the Stratford Municipal Golf Course.
- b) Managing staff in accordance to guidelines outlined by the Stratford Municipal Golf Course Board of Directors.
- c) Insuring the day-to-day financial reports are completed promptly.
- d) Implementing and/or aiding in the implementation of Stratford Municipal Golf Course Board of Directors' decisions.
- e) Advising the Board of Directors of all issues pertaining to the Stratford Municipal Golf Course and its membership.

## **Membership**

The primary focus of the Manager, like the Board of Directors, is to provide the membership of the Stratford Municipal Golf Course with a facility and operation in which to golf, socialize, and feel at home. As such, the club Manager is often the first point of contact for the membership. The club Manager will respond to all requests and inquiries from members or prospective members in a courteous manner within a reasonable timeframe.

The club Manager will strive to ensure that the membership sees him/her as an approachable individual to whom they can bring matters of all nature. The club Manager will strive to familiarize himself/herself with the membership, to be able to put a name to a face, and to project an open door feeling to the membership.

## **Staff Management**

The club Manager and Board of Directors are responsible for all hiring and dismissal of employees of the Stratford Municipal Golf Course. The Manager is responsible for the supervision and the on-going performance evaluations of all staff. The club Manager shall inform the Board of Directors with regards to employee issues as required. Family members of the Manager and/or a Director of the Board are not eligible to be hired. The club Manager is responsible for ensuring establishment of staff schedules and stock for all events and functions during the year.

## **Booking and Promoting of Club Facilities**

The Manager will actively promote the availability of the club and be proactive in soliciting bookings. The Manager will represent the club in contract negotiations with clients for the booking of tournaments.

## **Administrative Duties and Bookkeeping**

The Manager will maintain all records of members, mailing lists, locker listings, power cart rental and trail fees and will be responsible for the daily bookkeeping as well as all bank deposits. The Manager is responsible for all payroll duties and he/she will ensure that all staff are paid on a timely basis. The Manager is also responsible for maintaining an organized filing system.

## **Board of Directors**

The Board of Directors is responsible for all policies to be carried out by Manager and staff.

### **Board Meetings**

The Manager will attend all meetings of the Board of Directors unless otherwise directed by the President. The Manager will report to the Board on all issues related to the club's facilities, membership and general operations.

### **President and Vice-President Liaison**

The Manager reports directly to the Club President and in his or her absence, the Vice President. They will work closely together to follow all Board policies and to oversee the entire operation of the club. The operation includes membership, staffing, bookings and facilities.

### **Treasurer Liaison**

The Manager will be directly responsible to the Treasurer of the Association for all daily accounting and finance activities, with the Treasurer being ultimately responsible to the Board of Directors. They will work closely together in that the Manager will ensure that the Treasurer is made aware of all financial issues as requested. The Manager will maintain an awareness of accounts and contribute this knowledge to the budget process (i.e. computer spreadsheet).

### **Facilities & Equipment**

The Manager will understand the basic duties and functions required for the club and course. The Manager is responsible for coordinating the regular inspection of the course maintenance, kitchen and bar equipment and for arranging for maintenance and repair of this equipment.

The Manager is responsible for developing and maintaining a procedure manual for all inside and outside operations i.e. start-up and shutdown procedures, watering system and a list of essential contractors, vendors and services.

### **Facilities Management**

The Club Manager is responsible for the overall cleanliness of the club, including the kitchen and bar areas. This includes ensuring staff are carrying out their responsibilities in accordance with health and safety standards.

### **Manager Remuneration**

The Manager's contracted salary will be paid biweekly in equal amounts over the course of the season, which starts the last Monday of March and ends the third Friday of November unless otherwise designated by the Board of Directors.