

Broxbourne Sports Club

Role Description: House Chair

Reports to: Chair of Sports Club Committee

Purpose of the Role

- To ensure all House facilities are maintained to a good standard and meet health and safety requirements
- To liaise between sections, staff and Sports Club Committee on house maintenance/development matters

Main responsibilities

House Co-ordination

- Chair any house meetings as required
- Act as the go to person for sections and staff re house facilities
- Manage the House budget and take responsibility for approving expenditure
- Report on House matters at the Sports Club Committee
- Manage the house development wish list

Facilities Maintenance

- Oversee maintenance and development of all indoor Club buildings, i.e. the main clubhouse and the tennis pavilion
- Identify and repair areas of malfunction
- Maintain a 5 year capital budget that identifies all main future refurbishments and developments
- Oversee good procurement practice with respects to contractors undertaking work on the facilities – obtaining competitive quotations where appropriate
- Ensure that all maintenance work is undertaken to a good standard
- Ensure good project management of any capital works
- Ensure that the club meets all health and safety requirements according to legal and insurance requirements – including NICC and PAT testing