



McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938
690 Point Nepean Road, McCrae, Vic. 3938
Club House Telephone: (03) 5986 1361

Canteen Providedore - Position Description

Overall Roles and Responsibilities

The Canteen Providedore role provides for the procurement of stock for the canteen and other club catering

Reporting

This position reports to the Canteen Manager.

Responsibilities

The specific responsibilities of the Canteen Providedore position include:

- Work with Canteen Manager to ensure Canteen is appropriately stocked on programmed club days
- Work with Canteen Manager in sourcing and ordering of stock
- Provide receipts for purchases on club credit card to Accounting Operations Manager by 14th day after the end of each month

Authority to Act

The General Committee has delegated the following authorities to this position:

- Authority to purchase goods for sale in the Canteen and programmed Club functions provided by the Club to a value of \$4,000

Appointment Process

Each year, at the time the General Committee publish the notice of Annual General Meeting, the General Committee will publish an Expression of Interest for appointment to the position of Canteen Providedore.

At the first meeting of the General Committee following the AGM, the General Committee will:

- consider the members who have expressed an interest in being appointed to the position
- appoint that member who the General Committee considers most appropriate to serve in the position
- publish the names of the member appointed to the position

If a casual vacancy occurs or no members submitted an EOI then the General Committee can seek further EOI's for appointment to this position.

At any time the General Committee can remove the member appointed to this position by following the steps detailed below:

- receive a written report from a Director that articulates the reasons to consider removing the member from the role
- provide all Directors with one week's notice of meeting with an agenda that includes the report
- the motion to remove the member must be supported by a minimum of five Directors