



# 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

## Bar Manager - Position Description

### Overall Roles and Responsibilities

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The Bar Manager role provides for the overall control and management of the Bar

### Reporting

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This position reports to the Rear Commodore.

### Responsibilities

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The specific responsibilities of the Bar Manager position include:

- Comply with and maintain the Club's Good Sporting Club's accreditation or future equivalent
- Comply with all requirements of the Club's Liquor Licence
- Purchasing, ordering and maintaining a suitable selection of alcoholic & non alcoholic refreshments
- Stocking of the Bar and Refrigerators
- Ensure the Refrigerators are maintained in good working order
- Stock control

### Authority to Act

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

- Recommend pricing and margins to Rear Commodore. (Rear Commodore to report and get agreement from the General Committee).
- Authority to purchase goods for sale in the Bar using the credit card provided by the Club to a value of \$4,000

## Appointment Process

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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 Bar Manager.

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