

In the case of equality of votes then the Chairperson shall be entitled to a second and casting vote.

## 9.6 Ex Officio Positions

**9.6.1 Bar Manager** A Bar Manager will be appointed by the Management Committee to undertake the management and operation of the Club Bar in accordance with the conditions set out by the Licensing Authority. The Bar manager will have control of the day to day operation of the bar and management of stock and stock levels in accordance with the Bar Operating Procedures.

**9.6.2 Greenkeeper** A volunteer member will be sought to oversee the maintenance and cleanliness of the green and surrounds.

**9.6.3 Maintenance Manager** A volunteer member will be sought to oversee the maintenance of the club premises. To arrange annual systems checks and conduct small maintenance tasks as required.

**9.6.4 Membership Secretary** A volunteer member will be sought to assist the Club Secretary in the maintenance of the register of members, processing applications for membership and collection of subscriptions.

**9.6.5** Holders of Ex Officio positions may be invited to attend meetings of the Management Committee when matters concerning their role are to be discussed.

**9.7 Financial Management** The Treasurer will be responsible for all financial management and keep the Management Committee informed of the Club's financial standing, seeking approval for major expenditure other than for normal outgoings. The Treasurer shall:

**9.7.1** Ensure that all club property is insured for loss or damage and that adequate third party insurance is effected. In addition the Treasurer will arrange insurance as required in the terms of the lease.

**9.7.2** Prepare a full set of accounts at the end of each financial year, 31<sup>st</sup> December, for submission to the account examiners and then for presentation at the Annual General Meeting of the club.

**9.7.3** If required and in consultation with the Chairperson, appoint members to receive and pay monies, for specific purposes or activities on behalf of the club. The person(s) appointed must keep proper accounts and receipts and be directly responsible to the Treasurer.

**9.7.4** Ensure cheques shall be signed by two of the following officers: Treasurer and a member of the Management Committee.