

TERMS OF REFERENCE

Club or Management Committee

Reference should be made to the Licensed Premises section of this manual for further information. The President of the branch should appoint a member of the Executive as Chair of a committee to monitor the operation of the licensed premises. The term used for this committee varies from branch to branch. It is sometimes referred to as the Club or Management Committee or the House Committee. Regardless of the name, this Chair and this committee are responsible to the Executive for the formulation and enforcement of the general policy of Club operation such as house rules, staff service, and percentages and in some cases entertainment (in the licensed section only). However, some branches have a separate Entertainment Committee.

Basically the House Committee deals with any problems pertinent to the operation. The Chair acts in an advisory capacity to the head bar manager or senior staff member in the licensed premises. Keeping in mind that the authority to hire and dismiss staff remains with the whole Executive, not with a Standing Committee. The specific wording on the authority to hire and dismissals will be found in individual branch bylaws. It is mandatory that each branch establish Workplace Bullying and Harassment policies and procedures and a Respectful Workplace Policy for protection, not only of employees but also volunteers.

Normally, the Chair will make a weekly check with the head bar staff person. Remember any expenditure of funds, if they involve other than normal-operating expenses of the branch, must be authorized by the general body prior to the expenditure, i.e. a request for new glassware or installation of a metered system.

Some branches have a Finance Committee through which all expenditures are channelled before submission to the Executive. This acts as a financial safety valve, which should result in the elimination of hasty and possibly unnecessary expenditures. In some cases, where the operation is relatively small and the license is operating with the minimum staff possible, the Chair is held solely responsible for the liquor stock and the maintenance of liquor control. Regardless of the size of the operation it is not good business to allow bar staff, trained or otherwise, the control of the main liquor stock.

For their own protection and that of the branch, the Executive Committee shall ensure that all officers, employees or agents responsible for branch funds are adequately bonded. This policy is established within individual branch by-laws.

References:

- Branch Bylaws
- Terms of Reference for Existing Branch Salaried Positions
- General By-laws
- House Rules – Members
- BC/Yukon Command By-laws
- Cash Handling Procedures
- House Rules – Staff
- Liquor Act