

Banquet Facility Portfolio

General Duties of Assigned Portfolio

Goal of Portfolio

The club has a banquet facility managed by a contract Banquet Manager. The Banquet Facility Director is primarily responsible for working with the Banquet Manager to maximize the revenue from the facility in support of Club Programs.

Duties and Areas of Responsibilities

Primary responsibilities of the Banquet Facility Director include, but are not limited to the following:

1. Supervision of the Banquet Manager and implementation of all aspects of the contract.
2. Investigation and making recommendation to the Board to purchase various devices or services to maximize the revenue from the banquet facility, e.g., inventory control
3. Liaise with the Facility Director and the Treasurer about any physical plant upgrades
4. Work with the Banquet Manager to identify and attract new markets to the facility during times when it is not currently in use
5. Work with the Banquet Manager to explore different ways to promote and market the banquet facility
6. Manage any Corporate LTR events, liaising with the appropriate other directors and club staff accordingly.
7. Any other tasks that will increase the revenue arising from the banquet facility in support of club programs.

Sub-committees and Reporting Positions

- None

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____