



Position Details

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| Position Title | House Manager |
| Reporting To | Director of Administration and Finance |

Position Overview

The House Manager is directly responsible for the coordination of club social functions.

Operational Objectives

Liaises with the Director of Finance and Administration and the Club Administrator to schedule and coordinate all club social functions.

Liaises with Club Communications staff and Directors to advertise events.

Responsible for working within a budget.

Ensures provision of bar staff, caterers and volunteers for successful events.

Skills & Experience

This position would suit someone with excellent organisational and communication skills and knowledge of club membership needs.

Position Description Approval

| Name | Signature | Date |
|------------------|-----------|-------------|
| President | | ___/___/___ |