

Facility (Ice and House) Director

Report to:

President and the Curling Club Board of Directors (Board)

Each Director will be elected for a term of three years and may serve for more than one such term; provided that, in any event, each Director must retire from office after three such terms; and at each annual general meeting one-third of the Directors shall complete their terms of office and retire from office, and their successors shall be elected. (Note: on the first year of the constitution coming into effect, Directors will be elected for terms of 1 year, 2 year or 3 year, in order to achieve the retirement conditions) Directors and Officers of the Board must be willing to submit to a criminal check and have a Serve it Right certification.

Purpose:

Each Director is an elected member and shall be responsible for the maintenance and upgrade of the Club assets

General Responsibilities:

- Attend all meetings of the Board, Directorship and all general meetings of the Club
- Contribute to the decision-making process regarding the operation and direction of the Club
- Work with the Board in strategic long term planning and implementing any major acquisitions and renovations for the club
- Assist, when necessary, with the organization of other functions and events of the Club and assist other Directorships when required
- Perform such other duties as required by the President, Board or Directors
- Submit a written report to the Annual and Semi-annual general meetings of the Club
- Submit a draft budget to the Board for inclusion in the annual budget of the Club
- Ensures compliance to code(s) and Technical Safety BC - re: refrigeration
- Ensure Head Ice Technician maintains accurate log books
- Responsible for all aspects of maintenance of the interior of the building
- Responsible for interior building repairs including supervision of workers and oversees contractors
- Responsible for the cleanliness of exterior grounds adjacent to building. (CVRD responsible for parking lot, lighting and lot maintenance)
- Responsible for overseeing all health and safety regulations of the club, example: fire extinguishers, first aid kits, AED, hood cleaning, etc.
- Maintain an ongoing list of repairs, equipment needs and capital expenditures
- Maintain an on-going inventory of all club property and provide a written copy to the Secretary prior to Oct. 15th