

Description of role - Bookings Secretary

- 1 Take calls regarding bookings and update the calendar as the booking forms come in.
- 2 Maintain accurate Database of hirers and hirings
- 3 Ensure that hirers are aware of how to gain access to the Social Club building, and of their duties and responsibilities when using it.
- 4 Send out invoices to users of the Social Club and collect payments to padd to Treasurer.
- 5 Chase up any payments that are outstanding after 2 months.
- 6 Make a report to the meeting each month about new hirers, special occasions, revenue, and any problems encountered.
- 7 Arrange for IT support for hirer use of in-house audio and projection equipment.
- 8 Liaise with contracted cleaner about special requirements for events.