

COLEBRIDGE TABLE TENNIS CLUB

Role description: Building and Site Maintenance Officers

Name of Building and Site Maintenance Officers: John Overton, Roy Prosser, Peter Roddy, and Neil Wheatley.

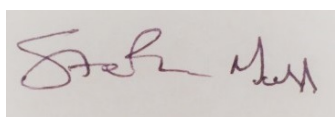
Responsible to: Colebridge Management Committee

Main duties

- Support the efficient running of the club.
- General maintenance of the club (internal and external).
- Key holder liaison. (JO)
- Fire extinguisher checks on an annual basis. (JO)
- Ordering (PR) and replacing light bulbs.
- Liaison with relevant tradesman.
- Liaison with Ricky Grenfell. (NW)
- Arrangement of a 'tidy up day' as required.
- Attending committee meetings (including Annual General Meetings).
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

Building and Site Maintenance Officers - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3rd August 2017