



**“22 years serving our community”**

## **HISPANIC AMERICAN CLUB CONSTITUTION**

### **Article IV “The Committees”**

Article IV of the Constitution of the Hispanic American Club establish the creation of permanent Committees. The Directors of these committees will be appointed by the President and will serve under his discretion and of the Board of Directors. The Committee Directors will appoint the members of their respective committee. Each committee will consist of a Director, a sub Director and assistants. Each committee director and committee members will follow the job description for said committee as outlined by the president, which may be subject to change at his discretion.

#### **CLUBHOUSE JOB DESCRIPTION**

**Purpose:** This committee will be in charge of the daily operations of the clubhouse.

**Goals:** To promote interest in the membership and the community in general for the use of the premises in order to generate income that will support the maintenance and expenses of the clubhouse.

#### **Functions:**

- Record and post in a visible place all events and functions approved by the BOD.
- Train assistants in the daily operations such as cash register, video & sound equipments.
- Maintain a schedule of the personnel working on the daily activities.
- Negotiate and authorize the purchase of beverages, utensils and goods for the normal and daily operations of the clubhouse.
- Hire personnel for the cleaning of the premises
- Maintain average supplies of beverages, bar utensils and cleaning utensils for the normal operation of the clubhouse.
- Establish and post a price list for members and non members.
- Fill in the rental agreements
- Prepare weekly Income and Expense reports for the Treasurer.
- Maintain accurate records of all documents (Rental agreements, Orders to purchase, Key Roster, Procedures for opening club, List of vendors and tenants
- Maintain and display all required County and State licenses
- Maintain informed the President and Landlord of all necessary repairs ( no repairs can be done without that direct approval of landlord).