

Liss Royal British Legion Club



Roles & Responsibilities

Of Committee Members & Staff

AGM on Monday 8th November 2021

Time: 19:00



Kevin Woodford - RBLC Liss Committee Chairman

Roles & Responsibilities:

- Chairman of the Liss RBLC - Chair the Committee meetings and AGM
- Head the committee in making decisions for the benefit of the whole club including disciplinary matters and strategic planning
- Sourcing key members of the committee to ensure good continuity
- Alarm Call out contact 24/7
- Encouragement of others to join the club
- Management of bar staff and ensuring cover at all times
- Banking money & obtaining change for the bar
- Ordering the real ales from the brewery
- Bring the beer in every week (Monday's & Thursday's)
- Look after the snooker & pool tables i.e. iron & maintain
- Attend meetings to register the snooker teams
- Source beer if the club runs out
- Knowing how to open/close the till at the start and end of every shift
- Emergency bar cover in the event of sickness or large events
- Going to Bookers and getting supplies when necessary
- Helping with various Legion events
- Arranging the flowers out the front and general upkeep
- Keeping decoration to a good standard in the club
- Opening & closing the club for special events
- Being available 24/7 for deliveries and gaming machine emptying.
- Keyholder for building
- Main keyholder for large safe in back office
- Policing of events and ensuring order whilst considering the local neighbourhood



Aaron Brett - RBLC Liss Treasurer & Committee Member

Roles & Responsibilities:

- Ensuring accurate and up-to-date records of all club income and expenditure, and production of monthly accounts to include income statement and balance sheet as a minimum
- Presentation of these accounts with commentary at the monthly committee meetings
- Management of payments to third parties
- Manage the club's bank account, including reconciling entries to the accounting ledger system (Sage One)
- Be party to decisions about material expenditure
- Preparation of financial statements to present to the AGM and provide to FCA
- Monthly payroll to include payments, payslips, pension and HMRC submissions
- Furlough claims



Tim Hudson - RBLC Liss IT Infrastructure & Committee Member

Roles & Responsibilities:

- Management of IT Network and infrastructure
- Details of network are stored securely
- Ensuring IT system is secure and access is only allowed to those who require it
- Manage Camera system i.e. allow users to access cameras remotely (usernames and passwords), ensuring the necessary ports are open on Draytek Router, ensure IP Addresses are managed etc
- Management of Draytek Router i.e. ensure it's configured correctly, firmware updates added, VPN access and WiFi network is working
- Management of WiFi network including SSID's & Passwords.
- Ensuring broadband is working at all times for camera access and EposNow till
- Management of NOIP for dynamic DNS access
- Manage EPOSNow till (management of back end i.e. staff access, products additions, price changes, member details updated etc.)
- Card Machine management i.e. knowing how to reset, issues with machine
- Contacting EposNow & PaymentSense as necessary.
- Updating PCI Compliance of Paymentsense Card Machine on a yearly basis
- Management of enquiry@liss-rblc.co.uk email i.e. reading and responding to club related queries etc.
- Hosting, updating & management of Liss RBLC Website
- Ownership, and management of liss-rblc.co.uk domain name
- Updating new items, forthcoming events/dates on Liss RBLC Website
- Management of laptop & printer in the office i.e. ensuring they function correctly and are running the latest Windows Updates
- Being available 24/7 to deal with any IT Infrastructure issues including calls from bar staff regarding EposNow till, card machine and internet related issues
- Knowing how to open/close the till at the start and end of every shift
- Emergency bar cover in the event of sickness or large events
- Going to Bookers and getting supplies when necessary
- Cooking meals & helping with various Legion events
- Keyholder for building



Les Boulton – RBLC Liss Club Secretary

Roles & Responsibilities:

- Ensuring meetings are effectively organised and minuted
- Upholding the legal requirements of governing documents, charity law, company law etc (where relevant).
- Communication and correspondence
- Keyholder for building
- Arranging licences and any relevant insurance policies

Bob Sharpington - RBLC Liss Committee Member

Roles & Responsibilities:

- Maintaining effective records and administration

Bridie Woodford – RBLC Liss Chairman’s Assistant

Roles & Responsibilities:

- Going to Bookers and getting supplies when necessary
- Helping with various Legion events
- Opening & closing the club for special events
- General cleaning around the club
- Being available 24/7 for deliveries and gaming machine emptying
- Keyholder for building
- Maintenance of gas bottles and, ordering new ones when necessary
- Banking money & obtaining change for the bar
- Alarm Call out contact 24/7