

Position Description

Manager – Yellowknife Elks #314

Supervisor: Chairperson – Lodge Management Committee

Purpose of Position:

The Manager's position is one that entails a broad range of activities and responsibilities.

The Manager ensures that the daily business of the Yellowknife Elks Lodge is maintained, committees are functioning and policies carried out, new ideas and proposals are being presented for consideration, special projects are carried through to completion and there is overall supervision and evaluation occurring to ensure the smooth operation of the Lodge.

The Manager is responsible for overseeing the financial affairs of the Lodge and is responsible to the Chairperson of the Lodge Management Committee (LMC) from whom general direction is given, yet must be capable of acting independently and making decisions in keeping with guidelines.

Major Duties:

1. Ensures that the day-to-day business of the Yellowknife Elks Lodge is carried out. These duties are carried out by being present in the Elks Club Office daily from 08:30 a.m. to 5:00 p.m.; answering phone enquiries, replying to daily mail and public enquiries, ensuring files are up to date and supervising the operation of the Elks facility.
 2. Supervises the staff by issuing direction on daily projects, tasks and operations.
 3. Carries out directions received from the LMC to ensure their policies are carried out.
 4. Responsible for the overall management of the Lodge by using sound business practices including the following:
 - Attends all Lodge meetings and the Annual General Meeting to provide advice and information.
 - Contributes to the ongoing improvement in the facility by taking appropriate action and giving suitable advice to the Lodge Management Committee.
 - Increases member involvement in the Lodge by stressing public relations in promoting social programs.
 - Endeavors to increase membership in the Elks Lodge and patronage in the facility.
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- Arranges on call 24-hour security services.
 - Arranges necessary action if any problems occur within the facility.
5. Responsible for full-cycle accounting and all financial business of the Yellowknife Elks:
- Ensures accurate recording of all financial transactions, including Accounts Payable, Accounts Receivable, Inventory and Payroll.
 - Liaises with banks to update signatories annually, provides financial information required for debt covenant, effects bank transfers & renewal of term deposits. Performs bank reconciliations monthly.
 - Develops and maintains accounting systems appropriate to and compatible with the needs of the Yellowknife Elks.
 - Performs monthly bank reconciliations and prepares financial statements for the LMC's Treasurer to report at lodge meetings monthly or when otherwise requested.
 - Assists the Treasurer in preparing an Annual Budget detailing anticipated revenues and expenditures.
 - Advises the Elks Lodge on all financial matters as required.
6. Responsible for the ordering and inventory control of Nevada tickets and bingo supplies.
7. Responsible for managing the Elks facility operations by:
- Arranging bookings, determining pricing and collecting rental.
 - Ensuring appropriate staff and licenses are in place for rentals
 - Arranging for special occasion permits or banquet room permits from the Liquor Licensing Board (LLB) if required and monitoring for compliance to the latter if needed.
8. Responsible for the coordination of the Lodge's Financial Assistance Committee (FAC) by ensuring all correspondence is logged, filed and distributed to appropriate person/s.
9. Responsible for hiring, firing and performance of all staff.
10. Responsible for building and equipment maintenance including but not limited to:
- Arranging janitorial service and supplies.
 - Approving mechanical repairs as required.
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- Approving electrical repairs as required.
 - Arranging preventative maintenance program.
 - Approving repairs to equipment as required.
 - Providing recommendations to the Lodge Management Committee with regard to replacing of defective equipment when it is no longer feasible to continue repairing.
11. Responsible for the co-ordination of volunteers for Lodge functions including:
- Coordination of Sunday bingo teams
 - Coordination of steak night and wing night volunteers
 - Coordination of Friday/Saturday raffle workers.
 - Coordination of special event workers.
12. Responsible for ordering of supplies for all above events.
13. Co-ordination of advertisement and promotion.
14. Co-ordination of entertainment of special functions.
15. Responsible for maintaining appropriate licenses for the facility, including the City business & lottery licenses and GNWT food prep and alcohol licenses.
16. Responsible for food, beverages, souvenir and miscellaneous supplies including but not limited to:
- Arranging for food preparation.
 - Maintaining inventory and quality control.
 - Determining pricing and price controls.
 - Ordering of supplies.
17. Responsible for liquor inventory, including but not limited to:
- Ordering of liquor supplies.
 - Maintaining a system of inventory control.
 - Maintaining liquor process and price controls.
18. Carrying out and evaluation special projects that arise from time to time to ensure their completion.
19. Assisting in Lodge secretarial duties.
20. Responsible for other related duties.
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