

Alstonefield Village Hall Committee – role descriptions

Bookings officer

This role description should be read in conjunction with, and is supplementary to, the Committee member role description, which applies to all members/trustees

Scope/limits of role

The process for hiring the premises is automated with the 'Hallmaster' system, so the role is mostly about responding to any emails that relate to hiring the hall, confirming bookings requests, ensuring the invoice is issued and dealing with any practical matters such as handing over keys.

The role-holder will be responsible for:

- **Responding to emails**
 - ~ Monitoring and responding to messages received to the village hall email account that relate to bookings.
- **Pre-bookings**
 - ~ Confirming booking to hirers (as administrator using the Hallmaster system) including issue of any additional documentation needed, e.g. for supply of alcohol or use of bouncy castles
 - ~ Adding booking to spreadsheet to update Calendar (this automates the heating system)
 - ~ Dealing with any queries before the hire, such as availability of any equipment needed
 - ~ Where needed, meeting hirers before the hire (for example to secure keys) or ensuring another committee member or local helper can deputise.
- **Post-bookings**
 - ~ Where needed, meeting hirers after the hire (for example to secure keys) or ensuring another committee member or local helper can deputise.
 - ~ Checking the premises are left tidy, ready for next user, liaising with the cleaner or other committee members if needed (e.g. if bulb needs changing or minor repair carried out).

The role-holder will also be expected to contribute to committee meetings in matters such as: budgeting, hiring charges, fund-raising ideas, reserves policy, etc.