



### **DUNBAR BRANCH CLUB COMMITTEE**

Dunbar Branch Club is a commercial licensed business encompassing two bars, a lounge, pool table, snooker table, events/function hall and a small kitchen/catering facility.

The Alcohol Premises and Personal Licences are held by employed Club Bar Managers.

In addition to running as a commercial enterprise, Dunbar Branch Club is expected to:

Help advance the charitable aims laid down in the RBLS Constitution and to contribute to the charitable funds of RBLS.

Support Dunbar Branch in its aims and objectives.

To promote comradeship amongst members of RBLS and the Dunbar and District community.

Under Royal British Legion Scotland regulations, Dunbar Branch Club exists as a tenant of Dunbar Branch.

Under Charity Law, Dunbar Branch Club must be managed by a Club Committee constituted separately from the Branch Committee.

Currently, all Club Committee positions are vacant and this is a renewed call for volunteers to take up Committee Officer Posts or just offer up a few hours each month to assist.

Committee positions are voluntary but honorarium is awarded each AGM.

Details on committee requirements are in brief below:

1. The Club Committee shall consist of a minimum of four Committee members and a maximum of thirteen Committee members.
2. Officers of the Club Committee are Chairman, Treasurer and Secretary.
  - a. The Club Treasurer and Club Secretary may be One and the same person.
  - b. The Club Treasurer and/or Club Secretary may be appointed outside of the Club membership, as employees or volunteers.

3. **The Chairman.** The Chairman shall where possible, preside at all GM's, Committee meetings and have overall responsibility for the conduct of Club affairs as directed by the Committee.
4. **The Treasurer.** (At Dunbar Branch Club, a bookkeeper has been employed to undertake some of the Club Treasurer duties. These 'outsourced' duties are shown in bold italics below.)
  - a. ***The Treasurer shall be responsible for the paying into the bank all monies received by the Club from all sources, to the credit of an account opened in the name of the Club at such bank and in such manner as the Committee may direct, and further, shall keep such accounts and pay such debts of the Club as the Committee shall direct,*** and must render to the Committee or the GM an account of any monies received and expended.
  - b. The Treasurer will attend all GM's and Committee meetings as directed by the Committee.
5. **The Club Secretary.**
  - a. The Club Secretary must ensure the Club adheres to all legislative requirements including licencing, Health & Safety, employee and employer relations and regulations. In practice, The Club Secretary is the line manager of all Club employees.
  - b. The Club Secretary shall attend all GM's and Committee meetings as directed by the Committee and take minutes of the proceedings.
6. **Management of the Club.**
7. The Committee is responsible for the management of the Club having regard to Rules and resolutions of a GM.
8. The Committee, or any Officers authorised by them, will give orders for goods to be supplied and work to be done as may be necessary for carrying out the purposes of the Club.

If interested, either:

Email: **legionclub@rbldunbar.co.uk**

Contact us through our Facebook <https://www.facebook.com/Dunbarrbl/>

Contact us through our website <http://www.rbldunbar.co.uk/contact-us/>

Leave your details with bar staff and we will contact you

Or text **0787 141 6002** and we will contact you