



TERMS OF REFERENCE: WINE COMMITTEE

(reviewed July 2011)

This committee is often incorporated within the House Committee but some clubs find it useful to have a small committee that meets occasionally. Its powers may be very limited such to select suitable wines for the club cellars or it may be more detailed to actually look after the bar and report to the Main Committee/Board.

The committee can consist of the House Chairman or Captain and one or two members of the Main Club Committee/Board.

Meetings will be held as required but it is advisable to put in the terms that it must meet at least once a year.

The duties may consist of some or all of the following:

- ⌘ Responsible for the overall operation of the bar at the club.
- ⌘ Review at intervals any trading terms and conditions with the club's suppliers.
- ⌘ To see that all staff employed are properly trained as required by Health & Safety and Environmental Health requirements.
- ⌘ Ensure that the Club's stock is checked at regular intervals by an independent stocktaker appointed by the Main Committee/Board.
- ⌘ Report to the Main Club Committee/Board or House Committee any failings or shortcomings reported by the stocktaker.
- ⌘ Once a year inspect the bar area including the cellars and report to the Main Committee/Board or House Committee the state of all equipment and stock.