## A close-up of a logo  Description automatically generated

## Facilities (Contracts and Bookings) Chair (Director, elected)

**Job Description**

The primary responsibility of this position is to be the Club’s interface to the City of Yellowknife and the facility staff at the arena. The main duties of this position are:

* Booking and canceling ice times for the regular season as well as special events (e.g. test days, Ice show, clinics, competitions, etc.)
* Booking and cancelling halls for monthly board meetings, Annual General Meeting, Off-Ice training, Ice Show and other events as required.
* Reviewing City Hall ice contracts prior to providing to the Treasurer for payment.
* Ensuring any loss of booked ice for unexpected reasons (double bookings, issues with the facility, cancellations) are passed along to the City and the Treasurer to ensure the Club is not paying for ice they did not get / use.
* Liaise with Club Treasurer to ensure all payments are made to the City by the due date.
* Liaise with the Coach Rep to ensure ice time needs are considered prior to bookings.
* Assisting with other Club tasks / events as requested.

**Length of Term:** 2 years **Vote:** yes