

Appointing the Party Leader

Whenever there are several groups staying at either of the Club lodges, one member may be appointed as a point of contact, a host and a facilitator for people staying at the lodge – the “Party Leader”. The person appointed as Party Leader is generally a member of long-standing, a committee member, or a regular user of the lodge.

Party leaders for both lodges are appointed by the Club’s Administrative Officer (Stella McLaughlin) in consultation with the committee. During the winter at Perisher, the Lodge Manager (Jill French) is available to assist Party Leaders with their duties.

The Club relies on the co-operation and willingness of members to act as Party Leaders for the smooth operation of lodges.

Although the duties listed below may appear onerous, in all likelihood, the Party Leader will rarely have much to do, other than act as a facilitator and peacemaker if necessary.

On the reverse of this pamphlet is a tear off slip that Party Leaders may wish to use for reporting any problems, or making any comments to, the committee.

Host to Members & Guests

The Party Leader’s main role is to act as a host to those staying in the lodge. This role may involve:

- welcoming members and guests on arrival;
- showing around members and guests new to the lodge;
- explaining and promoting compliance with lodge rules and procedures – especially booking rules and lodge rules;

- ensuring that children are properly supervised by a responsible adult;
- reminding patrons of their community responsibility so the lodge functions smoothly;
- discouraging excessive noise and/or “rowdiness” – especially at night;
- mediating in any disputes;
- encouraging social interaction between the various groups; and
- generally promoting the harmony and fellowship that is the established culture of the Club.

Liaison with the Committee

The Party Leader also acts as a liaison between those staying at the lodges and those who are responsible for the administration of the Club. The duties of this role include:

- ensuring that the current bunk list is clearly displayed and that patrons comply with it;
- immediately reporting any discrepancies between the bunk list and arrivals to the Club’s Administrative Officer;
- ensuring that the emergency accommodation register is properly updated if emergency accommodation is provided;
- liaising with the Administrative Officer in the event of late cancellations and if necessary, reminding members and guests that those on the accommodation waiting list (if any) have priority over those turning up 'on spec' without a booking;
- reporting any shortages of supplies (kitchen and bathroom supplies, heating oil, firewood, light globes etc) to the appropriate person responsible for the lodge or a committee member;
- reporting any breakdowns or urgent maintenance required to the appropriate person responsible for the lodge or a committee member;

Lodge Housekeeping

The Party Leader should also ensure that patrons understand the shared duty of keeping the lodge clean and secure at all times. In particular:

- reminding patrons that their own rooms must be kept clean during their stay and left clean & vacuumed on departure;
- ensuring that all patrons share in maintaining the cleanliness of the shared areas (kitchen, bathrooms, storage and recreation areas);
- ensuring that shared areas (kitchen, dining areas etc) are not left cluttered and that these areas are always available for others to use and enjoy at all times;
- ensuring that all patrons share in the communal jobs required (e.g. in Perisher, putting the kitchen garbage in the switch room, mopping the ski room, and clearing snow from the decks and entrances; in Jindabyne, chopping firewood and clearing/setting the fire);
- reminding patrons that individual column heaters and lights should be turned off when not required;
- ensuring that the last person leaving each day or going to bed at night checks that the lodge is securely locked;
- ensuring that all windows and doors are securely locked upon vacating the lodge.

Tear Off Comments Slip

Name of Party Leader

Date

Lodge

Supplies required

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Maintenance or repairs required

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Problems experienced or other comments

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Signed

*Please send this slip to the Committee,
c/- the Club GPO Box*

People To Contact

President

Adrian Beresford-Wylie
Tel: 6247 7798 (ah)

Member responsible for Perisher Lodge

Amanda East
Tel: 6286 4562 (ah)

Member responsible for Jindabyne Lodge

Rhonda Cunningham
Tel: 6299-9641 (ah)

Admin Officer

Stella McLaughlin
Tel: 6242-8568

Perisher Lodge

Tel: 6457-5225

Jindabyne Lodge

Tel: 6456-2330

June 2009

CANBERRA ALPINE CLUB INC.

THE ROLES and DUTIES of

PARTY LEADERS

at PERISHER and JINDABYNE LODGES

Postal Address:
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