



U . A . S . C

University of Auckland Ski Club Inc  
Est. 1966

**Committee Job Description**

*Bookings Officer*

**Function:** The Bookings Officer is in charge of receiving and processing all bookings at the Lodge.

**Responsibilities:**

Receive and process all bookings forms and keep an up to date record of all bookings.

- Collect bookings forms from the mailbox, website or AUSA and check payment to confirm bookings. Talk with Secretary and/or President regarding mailbox collection.
- Update the bookings list on the website regularly to notify members (and the custodian) of confirmed bookings and available beds.
- Keep a record of bookings credits and process any refunds following the club's bookings and cancellation policies.

Need anything else?? Talk to the AVP if you are unsure of anything.