



October 9, 2020

Trustee Duties/Responsibilities for Aerie #4534

- Manage the Aerie Property. To accomplish this the Trustees are required to maintain and keep active, both a Responsible Servers certificate, and a Food Handlers certificate
- Attend the weekly Trustee Financial/ General Meeting, currently set Mondays, and also verify weekly receipts
- Determine sale and purchase pricing in order to meet profit margin goals
- Determine profit margin goals for the Aerie
- Manage the day-to-operations of the Aerie:
 - Arrive at least 30 minutes prior to the opening of the Aerie
 - Make sure the bartender is ready to open the Aerie on time
 - If for any reason the bartender is absent, the Trustee must perform those duties until such time as a replacement bartender can be found for that shift
 - During the operation of the Aerie, the Trustee, if required, will assist the bartender by preparing bar food; removing glass bottles from the bar area, and provide any other assistance that may be required to operate the bar efficiently.

- Maintain a safe and comfortable environment for the Aerie members and their guests
- Maintain weekly inventories
- Purchase replacement stock for inventories
- Set up facility for meetings or special events
- Schedule room bookings
- Maintain open communication with all Trustees to keep updated and informed
- Cover for other Trustees as needed