

ANNEX B  
TRENTON OFFICERS' MESS BYLAWS  
5 MAY 2022

TERMS OF REFERENCE

President of the Mess Committee (PMC)

1. The PMC is responsible to the 8 Wing Commander for:
  - a. the administration and management of the Mess;
  - b. the issuance of a Mess Constitution and Bylaws and the amending, as required, of same;
  - c. the issuance of terms of reference for all members of the Mess Committee and Mess Employees;
  - d. the calling of and presiding over Mess Committee Meetings and General and Extraordinary General Mess Meetings;
  - e. the scrutinizing and reporting of all unpaid Mess Accounts;
  - f. participating on the Wing Fund Committee as an Ex-Officio member;
  - g. the investigation and resolution/enactment of members' complaints and suggestions;
  - h. the accuracy of Mess inventories including:
    - (1) furniture, fixtures, and equipment (both public and non-public); and
    - (2) all merchandise and supplies;
  - i. coordinating and supervising the activities of the V/PMC, Entertainment Officer, and Secretary; and
  - j. performing other duties as may be directed by the Wing Commander.

Vice President of the Mess Committee (V/PMC)

2. The V/PMC is responsible to the PMC for:
  - a. assisting the PMC in the performance of his duties;
  - b. officiating at General and Extraordinary General Mess Meetings and Mess Committee Meetings in the absence of the PMC;

- c. attending General and Extraordinary General Mess and Mess Committee Meetings;
- d. assisting in the preparation of long and short range Mess improvement programs;
- e. maintaining an up-to-date record of all Mess furnishings, artworks/artefacts and other items of historic significance;
- f. coordinating and supervising the activities of the Treasurer, Housing, Living-In, Sports, Messing, Oak Room, 8TF Rep, and Bar Officers (and their deputies); and
- g. performing other duties as may be directed by the PMC.

#### Mess Secretary

- 3. The Mess Secretary is responsible to the PMC for:
  - a. receiving, actioning and/or distributing all incoming correspondence, preparing outgoing correspondence for the PMC's signature, and ensuring that proper files are maintained on all aspects of Mess operations;
  - b. preparing, recording and distributing copies of agenda and minutes of General and Mess Committee Meetings;
  - c. advising all members of General Mess Meetings;
  - d. attending General and Extraordinary General Mess and Mess Committee Meetings;
  - e. preparing and distributing, in cooperation with the Entertainment Officer, advertising material on all Mess activities;
  - f. performing other duties as may be assigned by the PMC.

#### Entertainment Officer

- 4. The Entertainment Officer is responsible to the PMC for:
  - a. planning and organizing the entertainment program;
  - b. preparing, with the assistance of the Treasurer, the entertainment budget;
  - c. coordinating food required for entertainment functions from Wing Foods and contractors;
  - d. ensuring the proper control of revenues from entertainment;
  - e. coordinating, with assistance from the Mess Secretary, the advertising of entertainment events;

- f. planning, preparing, and distributing monthly entertainment schedules;
- g. coordinating the booking of bands and-special entertainment;
- h. attending General Mess and Mess Committee Meetings; and
- i. performing other duties as may be assigned by the PMC.

#### Treasurer

- 5. The Treasurer shall be nominated by the Wing Comptroller before being endorsed by a vote by the membership. He or she is responsible to the PMC (through the V/PMC) for:
  - a. assisting in the preparation of the yearly budget;
  - b. monitoring financial results in comparison to the budget;
  - c. interpreting financial statements and advising the PMC and Mess Committee on the financial condition of the mess;
  - d. coordinating with Non Public Funds (NPF) Accounts all Mess financial activities;
  - e. assisting audit personnel when mess activities and/or records are being examined;
  - f. participating, as directed by the PMC, in stock takings;
  - g. performing other duties as may be assigned by the PMC

#### Living-In Officer

- 6. The Living-In Member is responsible to the PMC (through the V/PMC) for:
  - a. advising on all matters related to the organization and operation of the Mess's sleeping quarters;
  - b. acting as a liaison between living-in members and the Mess Committee, bringing to the latter's attention all complaints and suggestions regarding the quarters;
  - c. attending General Mess and Mess Committee Meetings; and
  - d. performing other duties as may be assigned by the PMC.

#### Bar Officer

- 7. The Bar Officer is responsible to the PMC (through the V/PMC) for:

- a. advising on all matters relating to the organization and operation of the bar.
- b. acting as a liaison between the Mess members and the Mess Committee, bringing to their attention all complaints and suggestions regarding the bar facility and operation;
- c. monitoring the performance of the Bar Supervisor and advising the PMC of any unacceptable incidents/trends;
- d. ensuring that adequate safeguards exist for bar stock;
- e. recommending in committee any changes necessary to bar prices;
- f. ensuring that a current price list is posted in the bar;
- g. scrutinizing bar inventory and authorizing bar stock levels;
- h. ensuring that an adequate system is maintained for accounting for stock, sales, and cash;
- i. advising the Mess Committee of bar activity and sales;
- j. attending General Mess and Mess Committee Meetings;
- k. participating in, or finding a military member to participate in, mandated stock taking of the bar; and
- l. performing other duties as may be assigned by the PMC.

#### Housing Officer

8. The Housing Officer is responsible to the PMC (through the V/PMC) for:
  - a. advising the Mess Committee on all matters relating to the housing requirements of the Mess;
  - b. planning and coordinating the purchase, rental, repair, refurbishment, and/or renovation of all Mess buildings, property, and furniture;
  - c. coordinating monthly inspections of Mess buildings, property, and furniture;
  - d. acting as a liaison between Mess members and the Mess Committee, bringing to their attention any suggestions or complaints regarding housing matters;
  - e. ensuring that verifications of both public and NPF material are conducted in accordance with the applicable regulations;

- f. ensuring that the Mess and the Mess controlled quarters are furnished and maintained to existing scales;
- g. ensuring that all outstanding RP Ops work requests and demands for furniture/equipment are reviewed and hastened;
- h. attending General Mess and Mess Committee Meetings; and
- i. performing other duties as may be assigned by the PMC.

#### Sports Officer

9. The Sports Officer is responsible to the PMC (through the V/PMC) for:
- a. advising the Mess Committee on all matters relating to the Mess' sports equipment, facilities, and events;
  - b. performing regular inspections of all sports facilities and equipment and advising the committee of any problems and/or recommended changes regarding same;
  - c. acting as a liaison between Mess members and the Mess Committee on all matters relating to Mess sports equipment, facilities, and events, bringing to their attention any complaints or suggestions regarding same;
  - d. organizing inter- and intra-mess sports activities;
  - e. liaising directly with the Entertainment Member and assisting them with the preparation of any special events featuring sports activities;
  - f. attending General Mess and Mess Committee Meetings; and
  - g. performing such other duties as may be assigned by the PMC.

#### Oak Room Officer

10. The Oak Room Officer is responsible to the VPMC for:
- a. advising the Mess Committee on all matters relating to the Oak Room requirements and shortcomings;
  - b. the efficient operation and safety aspect of the Oak Room;
  - c. performing regular inspections of all Oak Room installation and equipment and advising the committee of any problems and/or recommended changes regarding same;
  - d. acting as a liaison between Mess members and the Mess Committee on Oak Room

related matters and initiatives with the support of the Housing and Bar Officers;

- e. liaising directly with the Entertainment Officer and assisting him with the preparation of any special events featuring sports activities;
- f. attending General Mess and Mess Committee Meetings; and
- g. performing other duties as may be assigned by the VPMC.

#### Mess Manager

12. The Mess Manager is responsible to the PMC for:

- a. the efficient operation and administration of the Mess' public rooms and bar;
- b. the cleanliness and maintenance of the Mess buildings and grounds;
- c. the processing of routine Mess correspondence;
- d. as directed by the Mess Committee, the requisitioning of authorized furnishings and supplies and the purchasing of NPF items;
- e. the training and supervision of all personnel employed in and by the Mess;
- f. the compilation, receipt and distribution of Mess accounts;
- g. the control of public and NPF inventories;
- h. the day-to-day management of Mess services and operations and the observance of the general regulations, orders, and procedures governing the organization and administration of same;
- i. the maintenance of personnel records, terms of references, and job descriptions for all permanent, part-time, and casual employees;
- j. acting as an ex-officio member of the Mess Committee and such other sub-committees to which he may be appointed.
- k. attending all Mess Committee meetings; and
- l. performing other duties as may be assigned by the PMC.

#### Bar Supervisor

13. The Bar Supervisor is responsible to the Bar Officer (through the Mess Manager) for:

- a. the efficient and proper operation of the bar;
- b. the supervision and scheduling of all bartenders;
- c. the control of all stock issued to the bar;
- d. the cleanliness of the bar;
- e. making recommendations to the PMC regarding the hiring of part-time bar help;
- f. ensuring proper shift handovers, stocktaking, and cash accounting;
- g. demanding stock to ensure that adequate levels are maintained for day-to-day operations;
- h. controlling issues of bar expense items; and
- i. performing other duties as may be assigned by the PMC IAW current TOS.