



Buckinghamshire County Ladies Golf Association

JUNIOR SECRETARY – ROLE DESCRIPTION

Responsible to:	BCLGA CJO
Purpose of post:	To assist in the administrative duties relating to activities for girls' golf in the county.

Key Tasks

Coordinate the diary with the other members of the Junior Committee for the start of the year and issue to all registered girls in the county.

Update the website at the start of the year with the new fixture list and any new posters and welcome pages.

From contributions from other members of the Junior Committee, update the website throughout the year with the latest news, newsletters and results.

Liaise with the CJO to maintain a Safeguarding Personnel Register for all Junior Committee Members and volunteer helpers.

Liaise with the CJO to ensure all girls have completed Junior Player Profile Forms. Maintain the database of all registered girls and update with any changes.

At the end of each season check that the girls will be continuing the following year and delete their data if no longer part of the county.

Arrange and attend Junior Committee Meetings; take notes, write minutes and circulate to all Junior Committee Members. If not available to attend, identify an individual from the Junior Committee to take the notes on your behalf.

Ensure the safety and welfare of the girls within the County and to raise any concerns regarding a girl's welfare or an adult's behaviour with the County Junior Organiser or County Welfare Officer as appropriate.

The Junior Secretary must:

Read and understand BCLGA Safeguarding Children and Young People Policy and Procedures.

Read and sign BCLGA Code of Conduct for Coaches and Volunteers and agree to always abide by it.

Complete BCLGA Self Disclosure form.

Have excellent IT skills.

Have good organisational skills