



Buckinghamshire County Ladies Golf Association

COMPETITIONS SECRETARY – ROLE DESCRIPTION

Responsible to:	County Captain
Purpose of post:	To organise and deliver, personally or through assistants, all BCLGA competitions, (other than those specifically for Seniors or Juniors), liaising with the Honorary Treasurer as required, and ensuring that all results are appropriately recorded on the website and at the AGM To contribute to the overall running of the BCLGA through Executive and Delegates meetings.
Period of office:	3 years with possible extension for 2 years

Key Tasks	
<p>1 Meetings:</p> <ul style="list-style-type: none"> • Attend Executive meetings, leading on all competition matters (other than Senior or Junior age group events), and making a general contribution to the overall governance of County matters • Attend the Delegates’ Meetings, leading on all competition matters (other than Senior or Junior age group events) • Attend AGM , ensuring that all end of year results (other than Senior or Junior age group events) are recorded and appropriate trophies are available for presentation <p>2 Competitions:</p> <ul style="list-style-type: none"> • Take responsibility for the organisation and delivery of all individual and inter-club competitions (Championships, Leagues, Knockouts and one day meetings) either personally or through delegation to 2 or 3 assistants • Ensure that the volunteer assistants are fully supported and are kept up to date with relevant County information. <p>3 Website:</p> <ul style="list-style-type: none"> • Manage and update the web pages for all adult competitions, ensuring that entry forms, rules and results are on the website. <p>4 Other Activities:</p> <ul style="list-style-type: none"> • Assist delivery of other activities for the County as agreed (County lunch, Gala Day etc) as part of the Executive Committee 	

The Competitions Secretary must:

Read and understand all BCLGA policies

Be computer literate; knowledge of Excel spreadsheets, Word, email and website administration (training can be given)

Some experience of organising and running competitions is useful.

The County Championships are qualifying for handicap purposes, so a basic knowledge of the Congu system is useful. A software package is used to input all the scores and calculate handicap changes.

Have good organisational skills and be able to communicate effectively.

Updated 16.4.20