



Buckinghamshire County Ladies Golf Association

SENIORS CAPTAIN – ROLE DESCRIPTION

Responsible to:	County Captain
Purpose of post:	<p>To organise and deliver, personally or through assistants, all BCLGA Seniors competitions, friendly matches and leagues, as well as Senior Colours liaising with the Honorary Treasurer as required, and ensuring that all results are appropriately recorded on the website, with league organisers and at the AGM.</p> <p>To contribute to the overall running of the BCLGA through Executive and Delegates meetings.</p>
Period of Office:	2 years with possible extension for 2 years

Key Tasks

1. Meetings:

- Attend Executive meetings, leading on all Seniors age group matters and making a general contribution to the overall governance of the County
- Attend the Delegates' Meetings, leading on all Senior age group matters
- Attend the AGM, ensuring that all end of year results for Seniors (friendly matches, leagues, meetings and County / Midlands South Seniors competitions, Senior Colours) are recorded and appropriate trophies are available for presentation

2. Competitions:

- Take personal responsibility for the organisation and delivery of: Seniors Leagues Matches, Seniors Friendly Matches, Seniors / Vets Spring and Autumn Meeting, Inter County Team Championship
- Take responsibility through delegation to the Seniors Competition Assistant for: Midlands South Senior Championships (hosted every 6 years starting 2022); County Seniors Championship; County Seniors Spring and Autumn Meetings
- Ensure that the volunteer assistants are fully supported and are kept up to date with the relevant County and Regional information
- Take responsibility for the Senior Colours (recording / tracking / award) and the Seniors Team Kit

3. Website:

- Manage and update the web pages for all seniors competitions, ensuring that the entry forms, rules and results are up to date
- Post pictures and news articles on all competitions where possible

4. Other Activities:

- Assist delivery of other activities for the County as agreed (i.e. county lunch, gala day, etc.) as part of the Executive Committee.

The Seniors Captain must:

Read and understand all BCLGA Policies.

Be computer literate.

Some experience of organising and running competitions is useful.

Have good organisational skills and be able to communicate effectively.

Approved May 2021