



Buckinghamshire County Ladies Golf Association

COUNTY VICE-CAPTAIN – ROLE DESCRIPTION

Responsible to:	County Captain
Purpose of post:	<p>To shadow the County Captain for 1 year in order to prepare for the following 2 year period as County Captain, thus ensuring a smooth transition of leadership</p> <p>To undertake any specific activities or projects as requested by County Executive</p> <p>To contribute to the overall running of BCLGA through Executive and Delegates meetings</p>
Period of office:	1 year

Key Tasks
<p>1 Meetings:</p> <ul style="list-style-type: none"> Attend Executive meetings, usually 6 per annum, producing reports in a timely manner, leading on any specific delegated matters and making a general contribution to the overall governance of County matters Attend the Delegates' Meetings, usually 4 per annum, producing reports in a timely manner, leading on any specific delegated matters Attend AGM, prepare appropriate acceptance speech, liaise with the Hon Secretary with regard to leaving cards and collections for any retiring Exec officers at the County AGM, including the County Captain <p>2 Competitions, Matches and Training Sessions:</p> <ul style="list-style-type: none"> Attend as many as practical during the year in order to understand the range of activities in a typical calendar year Deputise for the County Captain when required <p>3 Website:</p> <ul style="list-style-type: none"> Learn any specific skills required to be able to write reports and newsletters and updates for the website <p>4 Forward planning:</p> <ul style="list-style-type: none"> Prepare as far as possible the County Fixture calendar for the first year as County Captain liaising with the Hon Secretary for Executive and Delegate meeting venues and dates Select a venue & date for the Annual County lunch in the first year as County Captain Select a charity for the County Captaincy period and arrange for a speaker for the Annual County lunch Organise County Elite Training venues and dates for the first year as County Captain

5 Other Activities:

Assist delivery of other activities for the County as agreed (County lunch, Gala Day etc) as part of the Executive Committee

The County Vice-Captain must:

Read and understand all BCLGA Policies

Obtain an enhanced DBS and have it updated every three years

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

Have good organisational skills and be able to communicate effectively