



Buckinghamshire County Ladies Golf Association

HONORARY SECRETARY – ROLE DESCRIPTION

Responsible to:	BCLGA County Captain
Purpose of post:	To provide efficient and timely administrative support to the County Captain and Executive, to maintain appropriate formal records and to be the BCLGA official point of contact with England Golf and with club delegates
Period of Office	Normally 3 years, with option to extend by up to 2 further years by mutual agreement

<p>Key Tasks</p> <p>1 Organise Meetings:</p> <p>Following a meeting with the County Captain and President in early November to schedule dates and venues for the forthcoming year, organise the following meetings:</p> <p>EXECUTIVE MEETINGS</p> <ul style="list-style-type: none"> • Currently 6 meetings per year – Jan, March, May, July, Sept, Late Nov/Dec • Arrange venues and refreshments, send out agenda, record apologies, take minutes and circulate to Exec once approved by County Captain • Take any action required from the minutes <p>DELEGATES' MEETINGS</p> <ul style="list-style-type: none"> • Currently 4 meetings per year - Feb, June, Sept, late Nov/Dec • Arrange venues and refreshments, send out agenda, gather numbers for short game clinic, record apologies, take minutes and circulate to Exec, Club Ladies' Captains and Delegates once approved by County Captain • Take any action required from the minutes • Maintain Induction Pack for New Delegates and send to any new Delegates as they are appointed <p>VICE CAPTAINS' MEETING</p> <ul style="list-style-type: none"> • Annual meeting (currently mid April) held to facilitate the Club Ladies' Vice-Captains to get to know each other, arrange inter-club match dates and learn what is expected of them in relation to County matters • Arrange venue and refreshments, LVC name/club badges and sign in sheet; record apologies • Organise any materials needed for distribution and send out to those LVCs who could not attend

ANNUAL GENERAL MEETING

- Arrange venue (currently held at Harleyford, no cost for venue and held on the last Wednesday of October)
- Organise the AGM, making sure that the AGM notice is sent out to clubs 4 weeks prior to the meeting
- Prepare agenda with County Captain, collect in annual reports from Executive Members and post on website
- Draft minutes and agree with County Captain for discussion and agreement with Executive at late Nov/early Dec meeting

2 Club Information:

- Send out update forms to Ladies' Captains and Delegates at the beginning of the month that their club has its own AGM
- Use replies to maintain Club Officials file and enter details onto Clubv1

3 Information Tri-fold:

- Edit tri-fold for upcoming year and circulate to all Ladies' Captains and Delegates once approved

4 Communication:

- Official conduit of emails from England Golf to be forwarded to County Captain and relevant Executive member(s)
- Send out emails on behalf of Executive to clubs as requested - promoting matches and other events
- Deal with emails from club members and messages from website and forward as necessary to Executive
- Maintain other formal records as determined by the County Captain or Executive from time to time (e.g. DBS approvals, Exec members register of policy agreements etc)

The Honorary Secretary must:

Read and understand all BCLGA policies

Be computer literate

Have good organisational skills, pay attention to detail and be able to communicate effectively with all age groups.

Approved April 2020