



## **JOB DESCRIPTION:**

### **SECRETARY – LESSER DUTIES**

(reviewed May 2011)

**Title** - Golf Club Secretary

**Reports To** - The Committee

Responds to the Chairman, Captain, Treasurer and Committee Members with regard to their specific areas of responsibility.

#### **Immediate Subordinates**

- ✎ Assistant Secretary
  
- ✎ The Steward
  
- ✎ The Chef
  
- ✎ The Head Greenkeeper
  
- ✎ The Professional

#### **Objectives**

Ensure the efficient management of the Club's affairs.

Provide facilities and services for members consistent with the policies as defined by the Committee.

Maintain a harmonious relationship with all Members, Guests and Staff.

Ensure that your immediate subordinates perform their duties as described in their job descriptions.

#### **Duties**

##### **General**

Implement Committee policy

Oversee all aspects of the running of the Clubhouse and ensure that the Steward, Chef and Head Greenkeeper perform their duties in line with their Job Descriptions.

Communicate a typed weekly programme of events to the Steward, Chef, Head Greenkeeper and Professional at least three days in advance of the start of a week.

Regularly review all activities of the Club, and make recommendations as appropriate. Advise the Committee of any matters requiring their attention.

Receive and deal with complaints on matters at your discretion or refer them to the Committee as appropriate.

Receive visitors (or calls from them) and permit them to play or not, depending on the conditions of the course on the day. Ensure members and visitors are aware of, and observe, the rules regarding general conduct and dress.

Ensure compliance with all Statutory and Local Government Regulations, including the Health & Safety at Work Act.

Attend meetings with outside bodies as appropriate and maintain a good relationship with local and other golf clubs.

Arrange for journals/daily papers/periodicals to be made available in the Clubhouse.

Ensure that notice boards are kept up to date and periodically cleared.

Liaise with National and County Golf Unions.

## **Administration**

Convene and organise General Committee meetings and any other meetings as directed by the Committee, including circulation of the agenda and associated papers.

Attend as Secretary and take minutes at General Committee meetings.

Act as spokesman and sole agent for the Club in respect of purchases and/or contracts entered into by the Club - including all administrative aspects concerning engagement of staff.

Keep membership records up to date and see that members names and addresses are available in the Clubhouse.

Make application for appropriate licences/extensions/permissions as required by Law.

## **Finance**

Implement and operate budgetary control systems as instructed by the Treasurer/Committee.

Keep books of Accounts and pay into the bank all monies received on behalf of the Club.

Keep records of staff salaries and wages, casual labour wages and other remuneration. Make arrangements for the deduction of tax and National Insurance as appropriate. Remit tax and insurance due to the Inland Revenue as required.

Prepare invoices for the collection of subscriptions and entrance fees and record and pay into the bank as received.

Check all invoices received on behalf of the Club and pay accounts as required.

Arrange for quotations as required, place orders as directed by the Committee.

To oversee and report upon all House functions, sweeps, draws and raffles, etc.

Prepare accounts to trial balance.

Present monthly/quarterly/half yearly accounts as required by the Committee.

## **Golf**

Organise and administer competitions and matches as required by the Committee and arrange publication of the results.

Keep handicap records, amend as necessary and notify members accordingly.

Be involved in any decision to close and subsequently open the course in consultation with the Head Greenkeeper/Captain/Senior Committee Member.

Be responsible for organising and supervising Sunday morning start times.

Arrange bookings for approved societies and visitors.

Preface the monthly events board.

Agree the S.S.S. for the day with the Professional.

## **Golf Course**

Walk and inspect the course in all aspects, weekly.

See that a proper up-to-date machinery register is kept.

Advise Committee after consultations with the Head Greenkeeper on machinery requirements at least annually.

## **Misc**

Maintain an active involvement in the Golf Club Managers' Association and keep pace with developments in golf club and course management.