



DUTIES OF CLUB OFFICIALS: SOCIAL COMMITTEE CHAIRMAN

(revised June 2011)

General

Although most Golf Clubs are primarily for the playing of golf, members require the supporting facilities of the Clubhouse, and these can only be provided within a reasonable subscription if they are fully used. This is particularly important at times when golf is not possible - because of bad weather or in the evenings in winter - when the capital assets of the Club are likely to be little used unless other activities are arranged.

Your Committee is charged with encouraging wide use of the Clubhouse by meeting the wishes of those Members who are concerned to enjoy the social aspects of Membership and with attracting to the Club those other Members who would otherwise only be present to play golf.

Meetings

You are responsible both to the Club Captain, who as Head of the Club will usually be present and often take the lead at Social occasions, and to the Club Chairman whose administrative responsibilities, particularly concerning 'House' matters, will inevitably be involved in Social planning. Both may attend your Committee meetings and have voting rights.

Your Committee should meet as required and in time to distribute the Minutes to all Directors and the Secretary/Manager by a week before the next General Committee Meeting. These Minutes form the Agenda for your submissions to the General Committee. All policy recommendations by your Committee are subject to confirmation by the General Committee.

Planning Events

The Secretary/Manager is able to circulate details of Social events to those who may be affected. Please use the office to ensure good communication with those whose co-operation you need.

When considering dates for Social events, you should consult the Secretary/Manager, who holds a master planning diary for all Club events, before any final decision is made.

In planning events you should carefully consider the effect your plans may have on other Committees (particularly the House, Competitions and Green Committees), the Secretary/Manager and Club Staff (particularly the Steward and Caterer) and you should consult in advance all who may be concerned to ensure their cooperation and to obtain their advice on aspects that may concern them.

Advertising

You should develop an effective means of advertising events to the Membership so that through good communications with the Members, maximum support can be attracted to Social events.

Numbers

At any projected event you are advised to estimate the maximum number that can be accommodated and prepare that number of tickets to be sold for cash. You should not normally permit 'reserved tickets' as experience shows that many of these are not taken up with the consequent loss of revenue and support for an event.

Catering (Franchise)

Where catering is involved you should ensure that there is a clear understanding with the House Chairman and the Caterer on the terms and specification for the catering required. Particular care should be taken to define the numbers to be catered for, and when this is not precisely known, any liability of the Club is clearly defined, or disclaimed in writing.

Prizes

Should prizes be required from the bar they should be requested from the Secretary/Manager who will confirm the price to be charged with the Steward. Stock control will then be facilitated.

Practical Assistance

For events such as a Pig Roast or Bonfire Night, you will need to consult the Greens Chairman and consider whether you wish to employ Greens Staff at overtime rates or to seek volunteer help from the Membership.

Finance

You will maintain a separate financial account of all social activities either with the club records, or separately.

Your financial aim should be to be self-supporting or in profit overall, contributing where possible to Club finances, although the main gain to the Club from your activities will stem from its greater use by the Membership. However, charitable functions, children's parties or 'loss leaders' are acceptable provided the financial position for the year does not show a deficit.

If separate records and bank accounts are kept away from the Club, full details of income and expenditures account and bank statements should be submitted to the Finance Chairman on a regular basis, and as required.

Conclusion

You are not expected to bear the whole workload yourself. Members of your Committee should be delegated specific responsibilities so that the workload is fairly shared. You may also seek help from the Membership where this is required.

You should attend all General Committee Meetings and report accordingly. However, when this is not possible on any occasion, you should appoint a member of your Committee to attend in your place to present the Social Agenda. Please advise the Secretary/Manager when this is intended so that the Social items can if necessary, be taken first and so release your representative from a long period 'on call'. The representative will have no voting rights, unless they are also a member of the General Committee.

Finally, you should be assured of the backing and support of the whole General Committee and be able to call upon the Directors, should you encounter problems or need to do so for any other reason.