



DUTIES OF CLUB OFFICIALS: DIRECTORS

(revised June 2011)

1. Appointment

You have been elected to the Board of Directors because:

- a) The Members consider that you are a right and proper person to whom they can entrust the management of the Club.
- b) You have indicated your willingness to serve the Club to the best of your ability.
- c) The Members were of the opinion that you are entitled to the honour of being an Officer.

It is important that these facts are constantly on one's mind and should a Director at any time not be able to fulfil para a), then he should immediately report that fact; otherwise the management can suffer if alternative steps are not taken. You are indeed a member of a team which is responsible for the running of a fair-sized business and which has to have sound working methods as any other business. At the same time, such actions made for the wishes and benefit of the Membership are not always easy, and occasionally a compromise has to be made. Perhaps it is the welfare of the "Club" that is most important of all factors, and all Officers are responsible for safeguarding its interest, at the present time and for the future.

2. General Duties

- ⌘ Directors should plan to attend General Committee Meetings which are normally held monthly, usually on the same day of the week.
- ⌘ Directors must regard all matters discussed at General Committee Meetings as private and confidential, and care should be taken not to discuss any such relevant matters outside of Committee.
- ⌘ Chairmen of Sub-Committees shall arrange all their Committee Meetings in such time so that the Minutes of such meetings are available to all Officers at least 1 week before a General Committee Meeting.
- ⌘ If a Director be approached by a Member or Visitor with a query concerning another Department, it is suggested that he refer such an enquiry to the Club Secretary/Manager, or to those concerned. Similarly, if any colleague may be affected by an intended action, then the secretary/manager should be consulted.

- ✘ The Secretary/Manager holds a master fixture list in his office and must be consulted before any fixture is finalised.
- ✘ The Secretary/Manager must also be notified of any change in the day to day running of the Club - eg. changes in salary, working hours, conditions of work, rules for dress or conduct on the Course, social occasions etc.
- ✘ Chairmen are responsible for agreeing the date of their Committee Meetings - this avoids two meetings being held at the same time and also informs the Captain, Vice Captain, and Club Chairman of such meetings.
- ✘ Officers should learn to delegate duties to their Sub-Committee Members - their appointment then becomes less time consuming - otherwise, why have Committees?!
- ✘ Directors may avail themselves of the experience of the Secretary/Manager on any point of doubt.
- ✘ Unless unavoidable, documents and papers in current use at the Club should not be taken away if it is possible that they may be required for quick reference.
- ✘ Each Director should check e-mails & pigeon hole/tray whenever possible as a matter of routine - this is a main line of communication between Officers, and the Secretary/Manager.
- ✘ If a Director is going on holiday or business for some time, please ensure the Secretary/Manager is informed and if a Committee Chairman, please notify also either the Captain or the Club Chairman according to the Department.
- ✘ A Director should ensure that he has knowledge of the Club Rules and General Regulations.
- ✘ If any Director is not available to attend a General Committee Meeting, he shall notify the Secretary/Manager accordingly. A written decision may be given and treated as a vote on any proposal coming up at that meeting. If the Director is a Committee Chairman, then a representative of the Sub-Committee should be appointed to attend at the beginning of the meeting so that any queries may be answered - such representative shall only be present when their own Sub-Committee's affairs are being attended to, and he has no vote at the meeting.
- ✘ All Officers are expected to support the Club at Club General Meetings, on Open Days, and whenever possible at Club functions. Chairmen in particular are asked to ensure that their Department has been covered in all aspects on such occasions.

3. **General Committee Meetings Procedure**

- ✘ Preparation of Agenda - if any Director wishes to bring up a matter that is not contained within any Sub-Committee Minutes, will he please consult the Club Chairman or Secretary/Manager.
- ✘ Should any Director consider that he may be late arriving at a meeting, please advise the Secretary/manager beforehand if possible.
- ✘ Chairmen are not required to read their Minutes or to discuss them apart from any proposals contained therein that require the findings of the General Committee.

- ⌘ All Directors are requested to go through all Minutes prior to the General Committee Meeting and make any notes of any items they wish to refer to at the Meeting.

4. Summary

- ⌘ The above is applicable to all Directors, and in other library documents will be found the detailed duties of each individual Officer.
- ⌘ In conclusion, the following points are made:
 - a. Do ensure that duties are delegated - over the years we have had Committee Members who have not been used.
 - b. Always remember, team work is essential.
 - c. Much personal satisfaction can be achieved by approaching the duties in the right way.
 - d. The experience will be of considerable value to you throughout life.
 - e. You are taking your turn in ensuring that the Golf Club is run successfully and constantly improving.
 - f. Before you vote on a point, do ensure that you have taken all necessary action to establish the facts - if you do not have sufficient knowledge, then please abstain.
 - g. Finally, please remember that the Golf Club revolves around the Secretary/Manager's Office - do not be afraid to ask for any advice, and also always keep that Office advised of any relevant matter.