



GOLF CLUB STAFF – WEEKLY STAFF MEETINGS

Ray Burniston looks at different aspects of staff activities.

Secretary At Work: Reviewed October 2011

Maintaining good relations and communicating with staff is an important part of the Secretary/Manager's job. At many clubs the Secretary or Secretary/Manager will have weekly meetings with the heads of the departments.

These would normally consist of the following:

- Course Manager/Head Greenkeeper
- Bar Manager/Club Steward
- Catering Manager/Chef
- Professional

The meeting may only take a few minutes but it is an essential way of communicating with your staff and finalising arrangements for the week ahead. It may not be necessary to have them weekly in the winter months but this will depend on the club. As a rule try to hold them when all the heads are available but this may not be possible at some clubs. In this case you may have to split between the clubhouse and the golf course. The Professional should be included unless they play no part in the club other than to operate a shop and give lessons. But if they are involved with visitors then they should be included so that each person knows what the other is responsible for.

The Secretary should from time to time have meetings with the other members of staff so that they not only get to know them but can assess their strengths and weaknesses.

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