



JOB DESCRIPTION: SECRETARY / MANAGER

Major Objectives

1. Plan resources and deliver cost effective, efficient support services to the members of the Club making optimum use of modern management methods and technology.
2. Have executive responsibility for the running of the administration of the Club and its premises within the contents of an annual business plan and approved budget.
3. Be responsible for all staff in the Club within the administration area and including the Club's Professional, all greenkeeping staff, bar staff and catering personnel, with the right to hire/fire in accordance with approved head count budget.

Principal Accountabilities - Administration and Support Services

1. Manage the provision of office services, including:
 - ☛ word processing and computer systems for Golf Clubs involving membership details and handicap records
 - ☛ telephones
 - ☛ communication systems including E-mail and Internet
 - ☛ copying and printing
 - ☛ stationery and post
 - ☛ filing
 - ☛ supplies
2. Organise the arrangement for all visiting Societies, green fees, ensuring the enforcement of day to day standards of conduct and course behaviour.
3. Maintain a system for the processing of applications for membership and category waiting lists.
4. Manage the Club's premises including:
 - ☛ maintenance of: storage areas and tractor/machinery sheds, cleaning and security of buildings, heating plants/power houses and any sprinkler control units, office equipment and fittings
 - ☛ supervision of room alterations as required by the Board of Management / Committee.
5. Identify the Club's information systems requirements and make recommendations to the Board of Management / Committee.
6. Ensure that compliance with the Club's License to sell intoxicating liquor is maintained, to apply for bar extensions, keep the Gaming License up to date, and to work closely with the Bar Manager/Club Steward, Catering Manager/Chef and Franchisee.

7. Ensure compliance with all Statutory and Local Government Regulations, including the Health & Safety at Work Act.
8. Liaise with the Club's stocktakers in connection with the monthly report on bar stocks.
9. Maintain bar prices to ensure gross profit margins at competitive rates and in accordance with the policies laid down by the Board of Management/Committee.

Finance, Accounting & Financial Management

1. Assist in the preparation of annual financial budgets.
2. Produce monthly financial statements for presentation to the Board of Management/ Committee.
3. Monitor and report to the Board of Management/ Committee on the Club's cash flow position, particularly with regard to the receipt of subscriptions; green fees, bar takings, gaming machine receipts etc.
4. Ensure that proper accounting records relating to the Club are kept and that proper accounts are prepared and audited.
5. Control all cash receipts, banking arrangements and maximise the return on the Club's cash balances.
6. Supervise the administration of all sub-committee accounts for social functions, catering, green fees and major golf club tournaments.
7. Prepare and pay for all staff salaries and properly account for PAYE and NI contributions.
8. Discharge the Club's liabilities through the timely payment of all authorised bills and accounts, taking advantage of cash discounts as appropriate.
9. Ensure that tax implications are adequately considered in all business planning and decision making processes.
10. Ensure that the Club's Income Tax and VAT affairs are efficiently dealt with in conjunction with professional advisors as necessary.
11. Liaise with the Club/Company Auditors as required.

Course

1. Assist the Chairman of the Green Committee in identifying the key improvements to be made to the Course in order to support the attainment of the budget and business plan.
2. Control and oversee the day to day working tasks of the Greenkeeping staff in conjunction with the Course Manager/Head Greenkeeper.
3. Ensure all course equipment is in good working order, properly stored and annually serviced.

Other Management Tasks

1. Prepare for and attend all Board of Management and Committee meetings as directed, generate agenda, ensure that the minutes are prepared and help implement decisions made.
2. Determine that adequate insurance cover is provided to protect the Club's assets and to administer the Club's pension scheme, if appropriate.
3. Maintain an active involvement in the Golf Club Managers' Association and keep pace with developments in golf club and course management. Also maintain good relationships with other Club Secretaries and the County and National Golf Unions.
4. Carry out any other tasks as required by the Board of Management/Committee, eg the maintenance of handicaps and running club competitions.

Place of Work

The Clubhouse of Golf Club

located at

Responsibility

Reports to the Chairman of the Board/Committee on matters of policy, and has strong liaison with the Club Captain on day to day matters.