



## **SLCGA ASSISTANT COMPETITIONS SECRETARY**

**TITLE** SLCGA Assistant Competitions Secretary

**RESPONSIBLE TO** SLCGA Executive Committee

### **AREAS OF RESPONSIBILITIES / KEY TASKS**

To assist the Competitions Secretary to -

- Administer Competitions for the Association, including the County Championship
- Administer any SW region competitions held in the County, by preparing, running and closing them.
- Work with the SLCGA Executive to fix a workable schedule of competition dates, at least a year in advance.
- Deal with Competition-related correspondence and inform the President and the Executive committee.
- To attend County meetings and deputise for the Competitions Secretary if she is not available, to present a report to the delegates at the General meetings.
- To oversee the use of Intelligent Golf for online booking and payment and publication of results.
- To liaise with Honorary Treasurer re-entry fees and prize vouchers.

### **QUALIFICATIONS**

Good understanding of golf, rules and prior knowledge of running Competitions at Club level.

### **PERSON SPECIFICATION**

- Good communication skills.
- Free time which is flexible.
- Ability to use information technology is essential
- Excellent organisational skills.

**SELECTION PROCESS** Nominated and proposed and seconded by two clubs. Decision taken by the County Executive Committee and ratified at the AGM

**TERM OF OFFICE** Two years, then taking on the role of Competitions Secretary

### **EXPENSES**

The County will reimburse the Assistant Competitions Secretary for travel and will pay postage, printing and stationery costs on production of receipts to the Honorary Treasurer.