



## SLCGA HONORARY SECRETARY

**TITLE** SLCGA Honorary Secretary

**RESPONSIBLE TO** SLCGA Executive Committee

### AREAS OF RESPONSIBILITIES

#### Key Tasks

- To administrate the association.
- Work with the SLCGA Association President to fix a workable schedule of dates for meetings.
- To deal with correspondence and inform the President and the Executive committee.
- To attend County meetings and to present a report to the delegates at the General meeting.
- To record and publish minutes of all meetings.
- To keep Association records up to date

### QUALIFICATIONS

Good understanding of golf, experience and, if possible, some prior knowledge of County administration.

### 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** Three years and then re-selected on an annual basis by the County Executive Committee and ratified at the AGM

### EXPENSES

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