



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.

July 2021