



Elton Furze Golf Club

Members' General Committee

Roles and Responsibilities

CONTENTS

	Page
Chairman	1
Treasurer	2
Secretary	3
Men's Captain	4
Ladies' Captain	5
Seniors' Captain	6
Men's Vice-Captain	7
Ladies' Vice-Captain	8
Seniors' Vice-Captain	9
Men's Handicap Secretary	10
Ladies' Handicap Secretary	11
Men's Competition Secretary	12
Ladies' Secretary	13
Juniors' Organiser	15
Members' Representatives	16

Chairman

Summary of the role

The Committee Chairman, who may be a man or woman, serves as an Officer of the General Committee and is responsible for coordinating the work of that Committee in accordance with the Club's Constitution. Jointly with the other Officers the Chairman acts as custodian of the Club's financial accounts and property.

Election and Tenure

The Chairman is an elected Committee position with a three-year tenure.

List of Responsibilities

The Chairman is responsible for:

- Acting as custodian of the club financial accounts and property
- Being a signatory to the club financial accounts along with the other two officers
- Being a co-signatory for validated cheques for payment
- Presiding over and ensure correct conduct of Committee meetings
- Presiding over and ensure correct conduct of Annual General Meetings and any Extraordinary General Meetings that may be called
- Presenting an annual report to the members at the Annual General Meeting
- Providing a casting vote at meetings in the event of a tie of votes
- Upholding the Constitution of the Club
- Representing the interests of the membership in all matters to the owners
- Meeting with the owners on a regular basis to ensure a good working relationship
- Contributing to the Club's newsletter as appropriate and when necessary
- Chairing any appeal against a disciplinary decision
- Ensuring that the Rules of Golf are adhered to at all times along with competition and local rules of the Club

Advice

- Elton Furze GC is a proprietary club and it is essential for the Committee to work effectively with the Proprietor. It is important, therefore, for the Chairman to develop and maintain a good working relationship with the Proprietor.
- Close liaison with the Secretary is essential to maintain the smooth running of the Committee.

Treasurer

Summary of the role

The Treasurer is responsible for the safekeeping and proper accounting of members' that is taken in by the Committee, mainly, but not exclusively, through competition fees.

Election and Tenure

The Treasurer is an elected Officer of the General Committee with a three-year tenure.

List of Responsibilities

The Treasurer is responsible for:

- Ensuring that all income to the Club's account and all outgoings are properly recorded
- Preparing a budget, looking ahead at least 3 years, so that the Committee can plan for future expenditure
- Preparing cheques for authorised payments and arranging for the requisite number of signatures to be obtained
- Preparing and presenting financial reports for all Committee meetings to enable the Committee to monitor the state of the accounts
- Advising the Committee on expenditure
- Preparing statements of accounts for Annual General Meetings
- Working with other Committee members, when necessary, to help them determine the affordability of events they organise and assisting them to ensure that money they collect is properly recorded

Advice

Members' Secretary

Summary of the role

The Members' Secretary is responsible for providing administrative support to the Club's General Committee and, where necessary, the wider Club membership.

Election and Tenure

The Members' Secretary is an elected Officer of the General Committee with a three-year tenure.

List of Responsibilities

The Members' Secretary is responsible for:

- Being one of the co-signatories for any cheques to be raised in settlement of payments that need to be made by the General Committee
- Having custody of all documents belonging to the General Committee
- Keeping the Members' Handbook up to date
- Making all necessary arrangements for Annual General Meetings and Extraordinary General Meetings in accordance with the Club's Constitution
- Producing minutes of General Meetings and promulgating them via the main noticeboard and the Club's website
- Producing an agenda for all Committee meetings, taking minutes and distributing them before the next planned meeting
- Dealing with correspondence that is the business of the General Committee, liaising with other Committee members as necessary
- Sending out correspondence as required by the General Committee
- Dealing with ideas submitted by Club members via the Club's Suggestions Box
- Liaising with the Club office to get official documents placed on the Club's website
- Along with the Men's Captain, representing EFGC at CAGU meetings
- Contributing to the Club's newsletter as appropriate and when necessary
- Acting as custodian of the Committee's stock of Captains' and Past Captains' ties

Advice

- Communication of an urgent nature should be dealt with without delay.
- Once approved, one hard copy of minutes of Committee meetings should be put on the main noticeboard. An electronic copy, in pdf, should be sent to the Club office with a request that it be put on the Club website.
- Archived copies of minutes of Committee and General meetings up to December 2016 are kept in folders in the 'Committee cupboard'. From 1 January 2017, such documents are archived electronically.

Men's Captain

Summary of the role

The Men's Captain is the focal point for the male members of EFGC.

Election and Tenure

The Men's Captain is an elected member of the General Committee with a one year tenure.

List of Responsibilities

The Men's Captain is responsible for:

- Appointing a Vice-Captain, to be approved by the committee and members at the AGM
- Appointing team captains
- Ensuing that inter-club match results are passed to the Communications Co-ordinator for inclusion in local papers
- Submitting a report to all Committee meetings informing members of significant events taking place in the Men's section
- Attending Committee meetings each month
- Attending the Annual General Meeting and presenting a report to inform Club members of the main achievements in the Men's section over the preceding year
- Working with the other Captains to organise a programme of social events
- Working closely with the Ladies' Captain to organise and run Presentation evenings
- Representing EFGC at CAGU meetings
- Making initial contact with any new male members of the Club
- Deputising for the Committee Chairman when he is unavailable to chair meetings

Advice

- Book the function room for any evening presentations following competitions ie: Captains Day, Charity Day.

Ladies' Captain

Summary of the role

The Ladies' Captain is the focal point for the lady members of EFGC.

Election and Tenure

The Ladies' Captain is an elected member of the General Committee with a one-year tenure.

List of Responsibilities

The Ladies' Captain is responsible for:

- Appointing a Vice-Captain, to be approved by the Committee and members at the AGM
- Appointing captains to organise county and national competition matches
- Appointing representatives to attend Northamptonshire Golf meetings as required
- Ensuring that ladies' mornings (Wednesday) are properly organised
- Organising ladies' inter-club friendly matches
- Organising the Ladies' Captain's Day
- Assisting the Ladies' Secretary with arrangements for Ladies' Invitation Day, Mixed Open and Ladies' Open and procurement of table prizes
- Ensuring that mixed and ladies' inter-club match results are passed to the Communications Co-ordinator for inclusion in local papers
- Organising the ladies' Spring and Autumn dinners
- Submitting a report to all Committee meetings informing members of significant events taking place in the Ladies' section
- Attending Committee meetings each month
- Attending the Annual General Meeting and presenting a report to inform Club members of the main achievements in the Ladies' section over the preceding year
- Working with the other Captains to organise a programme of social events
- Working closely with the Men's Captain to organise and run Presentation evenings
- Making initial contact with any new lady members of the Club

Advice

- Book the function room for any evening presentations following competitions ie: Captains Day, Charity Day.

Seniors' Captain

Summary of the role

The Seniors' Captain is the focal point for the Seniors' section of the Club.

Election and Tenure

The Seniors' Captain is an elected member of the General Committee with a one-year tenure. His or her nomination is recommended by the Seniors' section of the Club.

List of Responsibilities

The Seniors' Captain is responsible for:

- Chairing Seniors' committee meetings
- Appointing a Vice-Captain, to be approved by the Seniors' committee and Club members at the AGM
- Organising inter-club friendly matches
- Organising the Seniors' Spring and Autumn dinners
- Ensuing that inter-club match results are passed to the Communications Co-ordinator for inclusion in local papers
- Submitting a report to all Committee meetings informing members of significant events taking place in the Seniors' section
- Attending Committee meetings each month
- Attending the Annual General Meeting and presenting a report to inform Club members of the main achievements in the Seniors' section over the preceding year
- Make initial contact with any new Club member who expresses interest in joining the Seniors' Section
- Acting as custodian of the Committee's stock of Club ties

Advice

Men's Vice-Captain

Summary of the role

The Men's Vice-Captain is an understudy to the Men's Captain in preparation for the following year's service. He may be required to deputise for the Men's Captain when the he is not available.

Election and Tenure

Elected at an Annual General Meeting for a period of one year with full voting rights on the Committee.

List of Responsibilities

The Men's Vice-Captain is responsible for:

- Working with the Seniors' Vice-Captain, the Competition Secretary, the Ladies' Vice-Captain and the Ladies' Secretary prepare a fixture list by the end of October for the following year
- Contacting individual clubs and obtaining confirmation of the dates and times and match format
- Attending CAGU meetings should the Captain or Secretary not be available
- Reporting back on any meetings attended on behalf of the Committee
- Being available to Club members as a point of contact for the purpose of feeding back any concerns to the Committee
- Being available to help run and administer both Men's and Ladies' special days such as invitation days, championships and open events
- Identifying a Vice-Captain for the following year to be approved by the General Committee and elected at the Annual General Meeting
- Selecting teams for friendly matches on behalf of the Captain
- Identifying members to be responsible for administering the Scratch League Team, Goddard Cup matches, Jock Stewart Cup matches and any other competitions for the following year

Advice

- When preparing the fixture list early contact with other clubs it may be useful to keep a spreadsheet from the beginning of the year to help with the administration of fixtures
- Start looking for a Vice-Captain for the following year at the earliest opportunity

Ladies' Vice-Captain

Summary of the role

The Ladies' Vice-Captain is an understudy to the Ladies' Captain in preparation for the following year's service. She may be required to deputise for the Ladies' Captain when she is not available.

Election and Tenure

Elected at the Annual General Meeting for a period of one year with full voting rights on the Committee.

List of Responsibilities

The Ladies' Vice-Captain is responsible for:

- Working with the Men's Vice-Captain, Seniors' Vice-Captain and the Men's and Ladies' Competition Secretaries, prepare a fixture list by the end of October for the following year
- Liaising with other individual clubs and agree dates, times and match formats for all friendly Ladies' and Mixed matches for the following year
- Posting entry sheets for Mixed matches on both men's and ladies' noticeboards twice yearly showing dates and venues of matches
- Ensuring that a Captain is identified to look after the Cecil Leach and Mail on Sunday teams for the following year
- Identifying organisers for the Ladies' Away Day and Weekend Away for the following year
- Assisting with Ladies' and Mixed Opens, Tony Hadley Charity Day, Club Charity Day, Captains' Day, Presentation Evening
- Attending all Club Committee meetings and the Annual General Meeting.
- Identifying a Vice-Captain for the following year to be elected at the Annual General Meeting

Advice

- No later than 2 weeks before a match, select a team from those members who have declared an interest in playing. E-mail the team sheet showing pairings, venue, date, time and change of clothing requirements to participants to ensure all are still available. Once the team has been finalised post the completed team sheet on the main noticeboard. Note any reserve players. If insufficient numbers of players have volunteered, ask Zoe to e-mail the membership to request volunteers.
- Approximately 2 weeks before a match, confirm details with the opposing team. If a Home fixture, give details of menu and cost of meal and ask for any special dietary requirements. Try to get the opposing team's names and handicaps so that scorecards can be prepared ahead of the match.
- Approximately 1 week before a match confirm menu, special dietary requirements, numbers and approximate time the meal is required to Fee Martin. If it is an Away match supply names, handicaps and playing order to the opposing team in order for them to prepare scorecards.

Seniors' Vice-Captain

Summary of the role

The Seniors' Vice-Captain is an understudy to the Seniors' Captain in preparation for the following year's service. He or she may be required to deputise, on occasions, for the Seniors' Captain.

Election and Tenure

The Seniors' Vice-Captain is an elected member of the General Committee with a one-year tenure. His or her nomination is recommended by the Seniors' section of the Club.

List of Responsibilities

The Seniors' Vice-Captain is responsible for assisting the Seniors' Captain with tasks that need to be done in year and as preparation for stepping up to be Seniors' Captain the following year.

Advice

Men's Handicap Secretary

Summary of the role

The Men's Handicap Secretary is responsible for working with the Ladies' Handicap Secretary to ensure that the Club's handicapping system is maintained and used in accordance with the requirements of CONGU.

Election and Tenure

The Men's Handicap Secretary is voted to serve on the General Committee for 2 years after which he may be re-elected.

List of Responsibilities

The Men's Handicap Secretary is responsible for:

- Ensuring that Elton Furze Golf Club fulfils its obligations in respect of Men's handicaps as required by CONGU
- Working with the Ladies' Handicap Secretary maintain the Club's computer hardware and software used to administer competition scores and handicaps
- Keeping up-to-date on handicap issues and advising the Committee accordingly
- Closing competitions and checking that cards of players who are eligible for prizes have been completed in accordance with CONGU regulations and the Rules of Golf
- Posting results on noticeboards and HowDidiDo.
- Attending Handicap Review meetings
- Processing new Male members' initial handicap allocations
- Retaining Men's scorecards for at least one calendar year and earmarking cards that provide evidence of exceptional scores (such as from betterball and match play) that may be used to inform periodic review required by CONGU

Advice

For the purpose of checking score-cards the following is essential:

- Player's name on card
- Handicap displayed on card
- Card signed by marker and player
- Cross-check accuracy of scores

Working closely with the Men's Competitions Secretary is a good idea.

Ladies' Handicap Secretary

Summary of the role

The Ladies' Handicap Secretary is responsible for working with the Men's Handicap Secretary to ensure that the Club's handicapping system is maintained and used in accordance with the requirements of CONGU.

Election and Tenure

The Ladies' Handicap Secretary is voted to serve on the General Committee for 2 years after which she may be re-elected.

List of Responsibilities

The Ladies' Handicap Secretary is responsible for:

- Ensuring that Elton Furze Golf Club fulfils its obligations in respect of Ladies' handicaps as required by CONGU
- Along with the Men's Handicap Secretary maintain the Club's computer hardware and software used to administer competition scores and handicaps
- Keeping up-to-date on handicap issues and advising the Committee accordingly
- Setting up booking and score entry on Club 2000 for Ladies' competitions, knock-outs and eclectics
- Closing competitions and checking that cards of players who are eligible for prizes have been completed in accordance with CONGU regulations and the Rules of Golf
- Post results to noticeboards and HowDidiDo.
- Attend Handicap Review meetings
- Process new Lady members' initial handicap allocations
- Retain ladies' scorecards for at least one calendar year and earmark cards that provide evidence of exceptional scores (such as from betterball and match play) that may be used to inform the Annual Review

Advice

For the purpose of checking score-cards the following is essential:

- Player's name on card
- Handicap displayed on card
- Card signed by marker and player
- Cross-check accuracy of scores

Working closely with the Ladies' Secretary is a good idea.

Men's Competition Secretary

Summary of the role

The Men's Competition Secretary is responsible for organising all men's competitions and deputising for the Men's Handicap Secretary when necessary.

Election and Tenure

The Men's Competition Secretary is voted to serve on the General Committee for 2 years after which he may be re-elected.

List of Responsibilities

The Men's Competitions Secretary is responsible for:

- Ensuring that the organisation and format of all competitions comply with the requirements of the 'Competitions Bible'
- Working with the Ladies' Secretary to recommend amendments to the 'Competition Bible' when necessary
- Working with the Ladies' Secretary to put together the Club diary for the following year, whilst liaising with Men's, Ladies' and Seniors' Vice-Captains and Proprietor
- Attending handicap review meetings when called by Handicap Secretaries, with other members of the Competitions and Handicap Committee
- Posting notices of competitions on the Club noticeboard
- Setting up booking and score entry on Club 2000 for Men's and mixed competitions
- Completing draws and post on noticeboards, monitor play-by dates and deal with un-played matches according to extant rules
- Assisting the Handicap Secretary, where necessary, to close competitions and post results to website and noticeboards
- Keeping up to date with changes to CONGU and CAGU regulations that might affect rules and competitions
- Liaising with Handicap Secretaries in any matters of dispute arising from Club competitions
- Carrying out decisions of the General Committee in respect of matters involving competitions format and entry criteria
- Supplying accurate information to enable trophies and boards to be correctly engraved

Advice

- Planning the Club diary should start in the summer for the following year, with the aim of completion being in November.
- An annual review of handicaps, as required by CONGU, normally takes place in January.
- Amendments to the 'Competition Bible' need to be approved by the General Committee.

Ladies' Secretary

Summary of the role

The Ladies' Secretary is responsible for organising specified ladies' competitions, supporting the Ladies' Captain and running Elton Furze Open competitions.

Election and Tenure

The Ladies' Secretary is voted to serve on the General Committee for 2 years after which she may be re-elected.

List of responsibilities

The Ladies' Secretary is responsible for:

- Working with the Men's Competition Secretary and Vice-Captains to compile the Club's diary for the following year – August
- Meeting with Ladies' Vice-Captain to go through the following year's functions and offer advice where needed – November
- Compiling list of Ladies' section officers for the following year, sending to the County and posting on relevant noticeboards + Alert the County of names and Handicaps of all ladies with handicaps of 14 and under for the County AGM – early December
- Receiving from County Treasurer forms to be completed to make payments for: Club Affiliation, England Golf Midlands South region and Cecil Leitch - Club Management will pay these + register Elton Furze for Mail on Sunday – December
- Agreeing with the Club Proprietor the price for Opens (January) - once agreed, amend relevant open posters and entry forms send them to Golf Empire and Elton Furze Web site – arrange and provide tee times to entrants who complete the required entry forms. Ladies' Captain will organise the raffle
- Meeting with Handicap Secretaries and Men's Competition Secretary and conduct the Annual Review of Handicaps – periodically throughout the year
- Assisting Ladies' Captain with organisation of Dinner evenings and put sign-up sheets on the notice board
- Arranging the Ladies' Invitation Day (starters, administration desk, half-way house) put sign-up sheet on the notice board 4 weeks prior to the day + agree costs and Competition format with Ladies' Captain
- Organising County Charity Qualifier (June) – played as part of the June medal; ladies must pay an additional entry fee (stated by the County) - form must be sent to County with results and cheque for the sum collected - winner of Bronze & Silver divisions go to Area Final
- Organising Ladies' Club Championships – arrange starter for the day + make sure food will be available after the first round
- Assisting Men's Club Championship and Invitation Day – help arrange desk and starters if requested by the Men's section
- Recording and compiling a list of winners for all ladies' competitions – copy of list must be given to the Ladies' Captain for Presentation Evening – offer help in preparing for Presentation Evening

Advice

Be available to help the Ladies' Captain as much as possible.

Send apologies if unable to attend England Golf and County meetings.

Ensure competition entries and results are sent (Mail on Sunday, Daily Mail Foursomes, and Coronation Foursomes, Ping Stableford LGU pendant forms and prize, posters to be put in ladies changing room.

Once other clubs send in Open Competition entry forms ensure they posted in relevant folders located in the Members' cupboard in the foyer.

Mail on Sunday and Cecil Leitch have their own organisers and are not the responsibility of the Ladies' Secretary.

Contact monthly and midweek medal winners on choice of vouchers, at the end of the month send to the Treasurer list of names and choices.

Keep abreast of CONGU changes to rules and competitions.

Juniors' Organiser

Summary of the role

The Juniors' Organiser is the coordinator of the Juniors' Section of the golf club.

Election and Tenure

The Juniors' Organiser is an elected member of the Committee voted to serve for 2 years after which he or she may be re-elected.

List of Responsibilities

The Juniors' Organiser is responsible for:

- Appointing a Juniors' Captain and Vice-Captain
- Representing the Juniors' section at meetings of the Club's General Committee
- Organising a programme of Juniors' events
- Organising a programme of matches
- Working with the Club Professional to organise a programme coaching
- Maintaining contact with England Golf and CAGU to ensure that the Juniors' Section runs in accordance with national and county requirements

Advice

- The Juniors' Organiser needs to be cleared through the Disclosure and Barring Service (DRB) – formerly known as CRB; this can sometimes take several weeks to achieve

Members' Representatives

Summary of the role

Members' Representatives are responsible for representing the views of Club members at meeting of the General Committee.

Two of the three positions of Members' Representative have additional responsibilities:

- Trophies and Boards
- Communications Coordinator

Election and Tenure

The Members' Representatives are elected members of the Committee voted to serve for 2 years after which they may be re-elected.

Lists of Responsibilities

Trophies and Boards

The person filling this position is responsible for maintaining records of winners of trophies and 'Board' competitions and each year getting trophies and Boards engraved – close liaison with the Men's Competition Secretary and the Ladies' Secretary is required.

Communications Coordinator

The purpose of the Communications Coordinator role is not to be responsible for all Committee communication, but to remind Committee members to communicate with the Club membership when necessary, to coordinate Committee inputs to the Club newsletter and website and to establish and maintain channels of communication with external agencies.

The person filling this position is responsible for:

- Acting as the Committee's conscience as far as communication is concerned – reminding fellow committee members about the need to communicate effectively with Club members
- Coordinating submissions to the Club newsletter, ensuring that key messages and articles are included and duplication is avoided
- Establishing and maintaining lines of communication with external publications and media outlets
- Assisting key Committee members in submitting regular communication to publications, eg competition and match results
- Monitoring the Members' section of the Club website and advising the Office and Committee of when updates or improvements are needed

Advice