



## **JOB DESCRIPTION - SECRETARY**

For each Committee Meeting prepare an Agenda - about 3 weeks ahead so that it can be discussed and amended. Issue a draft Agenda to the Captain and ask if there is anything she wishes to add. Once agreed, issue to everyone on Committee before the Meeting. This gives everyone else a chance to advise if there is anything they wish to discuss. Advise Captain before adding anything to Agenda.

A working Agenda for you and the Captain is useful.

Examples of Agendas are attached so that you can see what is usually discussed at each one.

Although most people will print out the Agenda it is also best to take some copies with you to the Meetings.

Take Minutes at each Meeting.

Circulate Minutes on e mail - may need to post some to Past Presidents or anyone who does not have e mail

Captain to sign Minutes at each Meeting for file

Usually Committee meetings are 10.00 am for coffee, Meeting start 10.30 am - held at Chester-le-Street golf club.

We give Chester-le-Street a gratuity cheque at the end of each year - See Treasurer.

### DECEMBER MEETING

Held at a club with good catering! 10.30 am - followed by a Christmas lunch.

Only actual Committee Members/ Past Presidents to be asked to attend Committee meeting at 10.30 am.

Agree date with Captain and invite all comm. Members to lunch, plus Past Presidents and retiring Committee Members (those who have just retired at the AGM).

Also invite Honorary Members – at the moment there are 4 (although 1 lives in St Andrews) Lenore Ewart, Julia Bailey, Margaret O'Rourke (Florence Kinsella – St Andrews)

Usually 4 Committee Meetings during the year - Captain decides and announces dates at this meeting. Normally Feb, April, June and September.

When dates are decided you should write to Chester-le-Street Golf Club Secretary and request the use of their meeting room.

Also a week before the meeting ring Chester-le-Street caterer and remind them of the date and request tea/coffee before meeting, also advise them that we will be ordering sandwiches for lunch.

We usually give Chester-le-Street a nominal amount for the use of this room. Ask Treasurer for a cheque and write a thank you letter at the end of each year.

At this meeting you should have Fixtures on the Agenda.

Prepare a list of previous courses used and highlight those not used for a long time.

Committee needs to decide which courses you should approach for the next year and which events will be held at each course. (Best to agree which clubs to be reserves because not all will agree to courtesy).

Prizes for forthcoming events are usually discussed at this meeting.

Silver Championship is normally organised by the Vice Captain elect because she will be Captain when it is played.

January / February

Write to all the clubs regarding courtesy for the events. This can take some time so best to do it early.

When choosing dates it is best to avoid Teesside Alliance and County dates if possible.

Contact for Teesside Alliance (check with Ruth Lindley)

County dates are usually from Ann Corbett or whoever the Secretary is.

Also avoid some English Womens' Senior Competition dates.

Courtesy from clubs for Competitions

After each competition a thankyou letter should be sent to the Club together with a cheque as a gratuity. Amount of cheque to be discussed with Treasurer, it depends on number of entries. Can be £50, £75 or £100 depending on numbers.

**February Meeting** - example of Agenda attached

**June/July Meeting** - Give an update on fixtures, which clubs have agreed courtesy.

Prepare the AGM notice and if possible issue it at this meeting to Committee Members.

Discuss AGM

Check AGM file for examples and the Agenda.

**July** - Issue AGM notice to all clubs advising date and asking for nominations and proposals

**September - 14<sup>th</sup>** is deadline for receiving nominations for Committee/ Officers and proposals, and all should be in writing

**September** - Issue AGM Agenda to all clubs, enclosing Minutes of last year's Meeting.

Agenda should show nominations and all proposals

Check that Brancepeth Golf Club have date in their Diary.

September Meeting –

Advise Committee on nominations for AGM

Discuss any proposals for the AGM. Also discuss any proposals for the Northern AGM.

Is a coffee morning to be arranged for Christmas? First one was held At Seaton Carew 2012, and second one at Beamish 2013, 2014 Dinsdale Spa.

**October - the Northern AGM** is held at Moortown, Leeds, and you are expected to attend with the Captain, Vice Captain, Vice Captain elect, President and Treasurer. Issue the Northern Agenda to them all. Only Captain and Secretary have a vote at this Meeting. You must order sandwiches, tea/coffee for lunch with the Caterer at Moortown the week before (it is not possible to do this on the day ).

October - AGM - see file for all info

**Order** tea and scones for after the Meeting - Association pays

Remember there should be a Sign In list and also an Apologies list

October

After AGM and all Committee and Officers are known you should prepare the Fixture Card.

Prepare proof and ask Captain/Vice to check that all dates are correct, also names and addresses.

Fixture card for the next year should now be sent to Printer so that they are available in January of the year concerned. Ask Treasurer how many cards to order. Usually these are issued at the Swap Shop, Durham City, in January (organised by DCLGA).

Secretary and vice Captain usually buy prizes for the Silver Championship – approx £20 each