



## **JOB DESCRIPTIONS FOR POSITIONS VACANT 2023-2024**

### **McCRACKEN GOLF CLUB INC**

#### **CLUB CAPTAIN – LADIES**

- a) To be responsible for the year's programme of events and conditions of play in conjunction with the Match Committee, including the establishment and monitoring of card marshal rosters for all Club competitions.
- b) To convene and chair meetings of the Match Committee and Ladies Sub-committee and communicate recommendations to the Club Committee.
- c) To encourage the development of Club players via clinics, discussion of rules and the integration of new players into the membership body.
- d) To provide annual and other reports as required e.g. newsletters and annual reports.
- e) In liaison with the Club handicappers, to notify state golfing body of any changes to the course rating in cooperation with the Match Committee.
- f) To liaise with district, state and national golfing bodies as required.
- g) To maintain regular sharing of information with the Club President.
- h) To monitor placement of tee markers, flags and NTP markers for all competitions in cooperation with the Match Committee and Management ground staff.
- i) To promote good public relations on behalf of the Club and its members.

#### **VICE-CAPTAIN – MEN & LADIES**

- a) To assist the Men's/Ladies' Captain as requested.
- b) In the absence of the Men's/Ladies' Captain to assume the role of Men's/Ladies' Captain.

#### **SECRETARY**

- a) To ensure the smooth operation of the administrative functions of the committee and Club and to assist in other functions as deemed desirable.
- b) To comply with sections 11, 14, 17, 18, 19 and 20 of the Club's constitution with regards to the preparation and distribution of agendas prior to Club meetings. Agendas for Committee meetings should be delivered to members at least five (5) calendar days prior to the meeting.
- c) To consult with the President when preparing all agenda for Club meetings.
- d) To ensure members of the Committee provide their agenda items at least ten (10) days prior to the Committee meeting.
- e) To prepare and circularise agendas and other relevant reports, documents, voting papers etc, according to section 18, 19, 20, and 21 of the constitution.



- f) To prepare minutes of each Club and Committee meeting and distribute these to relevant members within seven (7) days of the meeting.
- g) To manage inward and outward correspondence appropriately, noting all such correspondence in the agenda for Committee meetings.
- h) To attend to any other secretarial matters referred by the Committee or President. This does not include matters more appropriately handled by the relevant sub-committee.

## **COMMITTEE MEMBERS**

To assist the rest of the members of the Committee with functions; promotion of the Club and social events; liaising with members re input, feedback and gauging interest to aid in the development of appealing programs and events; assist with sponsorship; attend prescribed meetings; maintain a close working relationship with other Committee members.