



## **SLCGA COMPETITION SECRETARY**

**TITLE** SLCGA Competition Secretary

**RESPONSIBLE TO** SLCGA Executive Committee

### **AREAS OF RESPONSIBILITIES**

#### **Key Tasks**

- To administer Competitions for the Association which includes the County Championship and any SW region competitions held in the country, by preparing, running and closing them.
- Work with the SLCGA Executive to fix a workable schedule of competition dates, at least a year in advance.
- To deal with Competition- related 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 starts sheets and results of all Competition meetings, including notifying CDH of results.
- To bank monies and liaise with Honorary Treasurer reference entry fees, prizes and buying golf balls.

#### **QUALIFICATIONS**

Good understanding of golf, rules and prior knowledge of running Competitions at Club level.

#### **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** Two years after having served for the previous two years as Assistant Competition

#### **EXPENSES**

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

November 2018