



SLCGA ASSISTANT COMPETITION SECRETARY

TITLE SLCGA Assistant Competition Secretary

RESPONSIBLE TO SLCGA Executive Committee

AREAS OF RESPONSIBILITIES

Key Tasks

- To assist with the administration of competitions for the Association which includes the County Championship and annual SW region competitions held in the country.
- Work with the SLCGA Executive to fix a workable schedule of competition dates, at least a year in advance.
- To collate and update results of the intra-county knockouts, Rogers Cup and Centenary Plate and post onto SLCGA website. To collate, publish and write to the winners and runners up, via Club Delegates, with the results of the Grass Roots Trophy. Collect the entries for these three competitions and liaise with the Hon Treasurer to ensure all entries are paid for in advance of the AGM.
- To attend all County meetings where possible.

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 as Assistant Competition Secretary prior to being Competition Secretary.

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