

## **WORKSOP GOLF CLUB**

### **JOB DESCRIPTION – SECRETARY MANAGER**

#### **MAIN OBJECTIVES**

- 1) Perform the role of Company Secretary and have executive responsibility for the administration of the Club and its premises within the approved budget and under the direction of the General Committee and the Board of Directors.
- 2) Plan resources and deliver high quality services to Members and Visitors
- 3) To be responsible for all staff with the right to “manage the employee life cycle” in accordance with budgetary controls and employment law requirements. This to be done in consultation with the appropriate Chairs of Sub-Committees.

#### **DUTIES AND RESPONSIBILITIES**

##### **Financial Management**

The Secretary Manager will be the line manager of the Club Administrator.

With support from the Club Administrator the Secretary/Manager will

- 1) Prepare annual financial budgets, cash flow forecasts and capital expenditure plans within club procedures.
- 2) Liaise with the Chair of Finance on a regular basis to review the financial performance of the club.
- 3) Ensure accurate monthly financial reports to the Chair of Finance so he/she can inform the relevant Committees and Directors in a timely manner
- 4) Liaise with the Clubs auditors as required
- 5) Determine that adequate insurance cover is provided to protect the Clubs assets and to administer the clubs pension scheme.
- 6) Ensure :-
  - \* The overseeing and verifying of ALL financial matters
  - \* That cash receipts and weekly banking arrangements are maintained
  - \* That an effective payroll system for all staff including salaries, PAYE, NI, sickness and other benefits are maintained
  - \* The clubs liabilities through the timely payment of all authorised invoices and accounts are discharged
  - \* That a membership and subscriptions database and Shareholder register is maintained
  - \* That all statutory responsibilities e.g. payroll returns, VAT payments etc are complied with

##### **Golf Management**

The Secretary Manager will be the line manager of the Head Professional.

With support from the Head Professional the Secretary/Manager will

- 1) Ensure that a wide range of golf fixtures are organised for the year
- 2) Ensure that golf related systems and services are maintained e.g. tee booking, World Handicap System, Club V1, Website
- 2) Promote and organise visitors and guests to the club within the rules laid down by the visiting parties sub-group.
- 3) Ensure the clubs standards of conduct are enforced including dress and behaviour

##### **Catering**

The Secretary Manager will be the line manager of the Food and Beverage Manager.

With support from the Food and Beverage Manager the Secretary/Manager will

- 1) Ensure that the catering needs of the club and its organised events are catered for.
- 2) Ensure that financial targets set for catering by the club are met.

3) Ensure that the clubs legal obligations regarding food hygiene and health and safety are met

### **Other Management Tasks**

1) Prepare for and attend all Directors meetings, General and Sub-committee meetings as directed. Arrange date and times, generate agendas, ensure minutes are prepared and help implement decisions made.

2) Maintain an active involvement in the Golf Club Managers Association and keep pace with developments in golf management and responsibilities.

3) Maintain good relationships with other golf club secretaries, the County and National Golf Unions

4) Act as Company Secretary, liaising with the Directors and Companies House as necessary.

5) Carry out the role of Secretary to the Health and Safety Committee and to ensure that policies and procedures are carried out on a daily basis.

6) Identify and ensure the maintenance of a range of effective information systems on behalf of the club

7) Ensure that all the clubs procedures and policies are implemented and reviewed with particular reference to employment, health and safety, equal opportunities, Data Protection etc

8) Some of the above duties and responsibilities will require “working out of normal working hours” and it is essential that the post holder works flexibly in the interests of the Club.

9) Ensure that a collaborative team approach is engendered within the organisation particularly with regard to staff and member communications e.g. appraisal, team meetings, supporting individuals.

### **Responsibility**

Overall responsibility is to the Chair of the Finance and General Committee.