



## **Club Secretary**

### **Roles and Responsibilities**

Reports to the Chairperson

#### **Main duties**

- Work with the Club's HR Consultant to ensure that proper contracts of employment exist for all staff, and that the Club Professional has a service contract.
- Support the HR Consultant in managing HR matters.
- Manage the Head Greenkeeper, the Hospitality Manager and the Administrator.
- Ensure that the Club has insurance appropriate to all areas of the Club's business.
- Ensure that all requirements under Health and Safety and similar legislation are being met by the Club.
- Implement the Club's policies on Health and Safety and similar legislation, and ensure that staff are properly trained in the use of machinery and equipment relevant to their jobs.
- Ensure that, in conjunction with the Green's Team, and associated specialists the course is properly maintained.
- Ensure that, in conjunction with the Hospitality Team, the bar and catering service is efficiently run and that it continues to meet the needs of members and visitors.
- Ensure that all the Club's premises are maintained in good condition, both externally and internally.
- Make applications for the appropriate licenses et cetera as required by law.
- Support the Club's Professional in preparing the annual fixture list for all competitions and events.
- Liaise with requests from visiting parties.
- Ensure the Club Professional controls the number of visitors each day, as well as monitoring the speed of play, observance of etiquette and standards of dress on and off the course.
- Monitor the performance of the Club Professional and help them provide an acceptable level of service to members and visitors.
- Liaise with the Sheffield Union of Golf Clubs and the Yorkshire Union of Golf Clubs regarding open days.
- Organise courtesies for members if hosting any Sheffield or Yorkshire Union events.
- Maintain computer records of members and subscriptions.
- Ensure that the Club's insurances are in place and reviewed annually.

- Administer the Club's pensions and Life Assurance schemes.
- Play an active role in maintaining a convivial atmosphere within the Club
- Attend Board meetings and prepare and circulate agendas and minutes.
- Attend Sub-Committee meetings as required.
- Prepare and distribute all information for Club meetings, including Annual and Extraordinary General Meetings.
- Organise the Annual General Meeting.
- Organise subscription renewal.
- Complete the returns to Companies House for information of shares, membership and directors.
- Be available for contact from the Fire Brigade, Barnsley Metropolitan Borough Council, South Yorkshire Police, Courts and Solicitors et cetera as required.
- Deal with all other day-to-day queries from members and visitors.
- Manage the Office and ensure all accounting and administrative duties are being carried out effectively and efficiently.
- Work closely with the Treasurer in respect of the Club's accounts, payroll finances and budgets as required.
- Comply with the requirements of all Club policies.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Club actively seeking to eliminate any direct or indirect discriminatory practices and behaviours.
- Any other duties as required.