

SECRETARY/MANAGER – GARFORTH GOLF CLUB

Major Objectives

1. Plan resources and deliver cost effective, efficient support services to the members of the Club making optimum use of modern management methods and technology.
2. Have executive responsibility for the running of the administration of the Club and its premises within the contents of an annual approved budget.
3. Be responsible for all staff at the Club within the administration, support areas and bar. Day to day liaisons with the Professionals, Head Greenkeeper, and franchise catering personnel.
4. Provide HR support and advice to HGK.
5. Be the focal point for the Club's interface with visitors,(ensuring that meet and greet principles are followed within the Club) guests, fee paying casual members and provide a professional, responsive and understanding image at all times

Principal Accountabilities – Administration and Support Service

1. Manage the provision of office services, including:
 - Word processing and computer systems for the Club including membership details Club V1, handicap records, tee booking systems, BRS
 - Telephones
 - Communication systems including e-mail and internet.
 - Copying and printing.
 - Stationery and post.
 - Filing.
 - Supplies.
2. Liaison with Club Professionals for all visiting Societies and green fees.
3. Maintain a system for the processing of applications for membership and category waiting lists.
4. Manage Club premises including:
 - Maintenance of storage areas and tractor/machinery sheds, cleaning and security of buildings, heating plants/power houses and any sprinkler control units, office equipment and fittings.
 - Supervision of works or alterations to the buildings as required by the Board of Directors or Management Committee
5. Identify the Club's information systems requirements and make recommendations to the Board of Management/Committee.
6. Ensure that compliance with the Club's License to sell intoxicating liquor is maintained, to apply for bar extensions, keep the Gaming License up to date, and to work closely with the Bar Manager/Club Steward, Catering Manager/Chef and Franchisee.
7. Ensure compliance with all Statutory and Local Government Regulations, including the Health and Safety at Work Act.

8. Liaise with the Clubs stock takers in connection with the monthly report on bar stocks.
9. Monitor bar prices to ensure gross profit margins at competitive rates and in accordance with the policies laid down by the Board of Management/Committee.
10. Maintain and manage the Club's internal and external diaries, liaise with District, County and National bodies to ensure that the Club's obligations are fulfilled, coordinate with Club Officers, Societies and Sections within the Club to ensure diary conflicts are minimised.
Agree and publish annual coordinated calendar of events
11. Liaise as required with the Membership and act as focal point for coordinating issues raised, liaise with Board of Directors as required, maintain a register of correspondence and actions and decisions log, communicate with parties as necessary
12. With the Chair of the Membership and Marketing Committee contribute to and ensure the implementation of agreed social media initiatives and monitor social media channels for positive and negative publicity, highlighting significant issues with the Membership and Marketing chair as and when necessary

Finance, Accounting and Financial Management

1. Facilitate Management Information requirements and production of monthly financial and forecast statements for presentation to the Board or Management/Committee.
2. Manage annual subscription renewal process including standing order arrangements. Ensure that subscriptions payments are obtained in a timely manner.
3. Ensure that proper accounting records relating to the Club are kept and that proper accounts are prepared and audited.
4. Control all cash receipts, banking arrangements and maximise the return on the Club's cash balances.
5. Supervise the administration of all sub-committee accounts for social functions, catering, green fees and major golf club tournaments.
6. Prepare and pay all staff salaries and properly account for PAYE, NI and Pension contributions.
7. Discharge the Club's liabilities through the timely payment of all authorised bills and accounts, taking advantage of cash discounts as appropriate.
8. Ensure that the Club's Income Tax and VAT affairs are efficiently dealt with in conjunction with professional advisors as necessary.
9. Liaise with the company bookkeeper to ensure appropriate bank reconciliation.
10. Liaise with the Club/Company Auditors as required in conjunction with Club's Honorary Treasurer.

Course

1. Ensure with HGK that all course equipment is in good working order in accordance with health and safety and annual service requirements.

Other Management Tasks

1. Prepare for and attend all Board of Management and Committee meetings as directed, generate agenda, ensure that the minutes are prepared and issued within 3 days of any meeting and ensure decisions are implemented.
2. Ensure that adequate insurance cover is provided to protect the Club's assets and to administer the Club's pension scheme, as appropriate.
3. Maintain an active involvement in the Golf Club Managers' Association and keep pace with developments in golf club and management. Also maintain good relationships with other Club Secretaries and the County and National Golf Unions.
4. Carry out any other tasks as required by the Board of Management/Committee, eg the maintenance of handicaps and running club competitions.
5. Carry out one off ad hoc Projects and support specific development Projects as required.

Place of Work

The Clubhouse of Garforth Golf Club

Long Lane Garforth West Yorkshire.....

Responsibility

Reports to the Chairman or the Board on matters of policy, and has strong liaison with the Sub Committee Chairman and Club Captain on day to day matters.