



Heaton Moor Golf Club Limited

CLUB SECRETARY ROLES AND RESPONSIBILITIES

Key Purpose

To oversee and manage the day to day running and administration of the Club and provide support to the Board;

The Club Secretary must understand and comply with the Memorandum and Articles of Association and Bye Laws of the Club at all times.

Specific Responsibilities

Line Manager for the Club Administrators;

Work closely with the Club Administrators to ensure that the day to day running of the office meets the needs of the Club;

Ensure all necessary computer support systems are in place and updated for the effective administration of the Club e.g. Club V1, Sage Pay and Sage Accounts and BRS;

Manage the collection of annual subscriptions and other payments due from members;

Maintain full and detailed membership records;

Ensure all Club subscriptions to golfing and other professional bodies are paid;

Deal with Club correspondence;

Ensure the Memorandum and Articles of Association and Club Bye Laws are kept up to date;

Ensure the Premises Certificate is kept up to date and that the Steward and one other Voting Member of the Club hold a valid Personal Licence;

Lead on Health and Safety supported by the Golf and Clubhouse Directors;

Be a signatory of the Club bank account(s);

In conjunction with the Chairman ensure all Board and General meetings are held in accordance with the Articles of Association and Bye Laws;

Attend Board Meetings and Club General Meetings and keep a record of all meetings and disseminate relevant information;

In conjunction with other Directors ensure the Club is compliant with all applicable legislation and statutory requirements and that all the necessary policies and procedures are in place and up to date, seeking professional support and advice as necessary e.g. Health & Safety, Child Protection, Diversity and Equality;

Build positive relationships with the Membership and encourage constructive feedback;

Help create a positive and supportive working environment for staff and encourage open and honest communication;

Be a member of and represent the Club at meetings of the North-West Golf Club Managers Association;

Ensure the deaths of present and past members are recorded, the Club flag is lowered and members are advised of funeral arrangements.