



## LADY VICE CAPTAIN/CAPTAIN : TERMS OF REFERENCE

### Lady Captain Key Purpose

Act as an Ambassador for the Club attending meetings and events and promoting HMGC at every opportunity. Play a key role in welcoming new members into the Club.

Play lots of Golf and attend lots of Social events and have a really good time.

Be familiar with the Memorandum and Articles of Association and Bye Laws of the Club.

### Lady Vice-Captain Specific Responsibilities

At the Ladies Turkey Supper respond with thanks to your nomination;

Agree the ladies fixture list for your year as Lady Captain with the Golf Director;

Working with the Men's Vice Captain identify a "Social Organiser" and a small group of volunteers and together agree the Social Calendar for your year as Captains;

Together with the incoming President, incoming Men's Captain and Junior Captain, well before the AGM, arrange to have photographs taken for display in the Clubhouse;

In your year as Lady Vice-Captain attend as many Club Socials as possible and provide raffle prizes;

Deputise for the Lady Captain as required;

### Lady Captain Specific Responsibilities

At the AGM respond with thanks to your election;

Support as many Club Social events as possible and have a wide range of members as guests at your table, provide hospitality at your table;

Play in as many internal and external Club golf competitions as possible;

Play with as many members as possible in internal Club competitions;

Liaise with the Golf Team and Professional to present competition prizes for Mixed Competitions with the Men's Captain. Also present prizes within the Ladies Section throughout the year, at the AGM and Ladies Presentation Evening;

Host Lady Captain's Day and provide hospitality and prizes;

September 2019



Liaise with the Social Event organiser and Men's Captain to ensure all necessary arrangements are in place for Social Events;

Liaise with the Marketing & Membership Director to obtain details of new members and when possible arrange to meet with them to welcome them into the Club;

Build positive relationships with the Membership and encourage constructive feedback;

Attend HMGC Ltd Board Meetings as a non-voting member, (not mandatory);

Represent the Club at Lady Member's funerals.