



MEN'S VICE CAPTAIN/CAPTAIN: TERMS OF REFERENCE

Men's 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 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.

Men's Vice-Captain Specific Responsibilities

At the Men's Turkey Supper respond with thanks to your nomination;

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

Working with the Lady 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 obtain your official jacket well before the Annual General Meeting and have the Club Badge embroidered on the breast pocket;

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

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

Attend the Dinner to the Past Captains (usually mid-February) and respond to the toast to the Vice Captain, organise games for the evening;

Select venues for Men's Heaton Moor Golf Club "Day Out" and "Weekend";

Deputise for the Men's Captain as required;

Men's Captain Specific Responsibilities

At the AGM respond with thanks to your election and invite members to join you for a drink after the meeting;

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;



Where possible play games against members on Sunday mornings;

Liaise with the Golf Team and present competition prizes throughout the year and at the AGM;

Host Captains Sunday and provide hospitality and prizes;

Liaise with Social Event organiser and Lady Captain to ensure all necessary arrangements are in place for Social Events;

Host the Captain's Dinner to the Past Captains (usually mid-February);

Obtain details of new members and when possible arrange to meet with them to welcome them into the Club;

Ensure that either yourself the President or another Club representative is available to welcome visiting societies of 10 or more;

Host Men's Heaton Moor Golf Club "Day Out" and Men's Heaton Moor Golf Club "Weekend" and buy prizes as appropriate;

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 member's funerals.