**Lady Captains Terms of Reference 2022**

This document outlines the main roles and responsibilities of the individual that serves as Ladies Captain. More detailed information about the Role is available from the secretary of the Past Captains.

**Key Purposes**

Act as an Ambassador for the Club promoting HMGC at every opportunity;

Attend Club Social Events and “host” a table at those events;

Actively involve yourself in as many Golf events as possible throughout the year;

The President, Lady Captain and Men’s Captain to support each other at events, socials and presentations throughout the year.

**Specific Responsibilities**

At the AGM respond with thanks for your election;

Buy a drink for members attending the AGM to celebrate your appointment;

Announce the Charity you will be supporting in your year of office at the AGM;

Arrange and participate in the “Drive In” on the Sunday after the AGM;

Liaise with the Men’s Captain and President and have a nominated “Social Organiser” who co-ordinates and manages the main Club Social Events in your year;

Have in place a small group to help manage club socials and support you with other events and commitments during your year;

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

Play a key role in welcoming and supporting new members into the Club;

Actively support the Club’s “Golf Academy”;

Actively support the Junior section of the Club;

Play a key role in the recruitment and retention of club members;

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

As appropriate play in and represent the Club in external golf competitions and Inter Club Competitions;

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

Liaise with the Professional and Competitions and Handicap Team and decide how you want to present competition prizes throughout the year and at the AGM;

Host a Sunday Competition at the Club for members and provide hospitality;

Obtain details of visiting societies and ensure that a Club representative is available to welcome visiting societies of 12 or more;

Hold a weekend golf events (Sunday Driver) for members;

Hold a Day Out or Exchange Day for members;

Build positive relationships with the Membership and encourage constructive feedback;

Be familiar with the Articles of Association and Bye Laws of the Club;

Attend HMGC Ltd Board Meetings as a non-voting member and provide the Board with feedback from members, (not mandatory),

Represent the Club at member’s funerals;

Play an active role in decided the process for presenting prizes, introducing and electing the Vice Captains and introducing the “new” Captains and President at the AGM following the completion of the “Limited Company AGM”.

Introduce new Lady Captain at Club AGM;

Attend Past Lady Captain’s Dinner and Past Lady Captain’s “Afternoon Tea” which follows Past Lady Captain’s competition.

Arrange for raffle prizes to be provided at Club Socials;