

Port St Mary Ladies Golf Club

Role Profile

Club Secretary

The Club Secretary is responsible for the Administration of Port St Mary Ladies Golf Club.

Responsibilities

- Taking, typing up and distributing minutes at committee meetings and the AGM
- Contacting other ladies golf clubs to confirm contacts, key dates and courtesy of the course
- Contacting sponsors annually to ask for sponsorship in January
- Informing sponsors of competition dates and inviting them to presentations and thanking them for their support
- Preparation and distribution of letters to members via post, email and WhatsApp as appropriate.
- Arranging Ladies Dinners inviting members, taking orders, confirming cancellation policy and liaising with the venue, providing the Treasurer with details to allow collection of the money. (Although it would be good to try doing pre-payment online in future?)
- Maintaining the club diary, potentially a members diary and a committee diary, yet to be agreed