



# Hawick Golf Club

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*“Voted runner-up friendliest course in the Scottish Borders – Visit Scotland 2013”*

## COMMITTEE ROLES AND RESPONSIBILITIES

**Role:** Captain

**Responsible to:** The Club Committee

**Skills Required:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings.

**Main Duties:**

- Take responsibility for managing the committee and the affairs of the club.
- Oversee and guide all decisions taken by the executive committee and sub committees.
- In liaison with the Vice-Captain, oversee the work of all convenors.
- In conjunction with the secretary, prepare and present the annual report
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations.
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Help to prepare and submit any statutory documents that are required
- Oversee the implementation of the clubs Business Plan
- If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice-Captain briefed on the Agenda

THIS LIST IS NOT EXHAUSTIVE AND ALL MEMBERS OF THE CLUB COMMITTEE MAY BE REQUIRED TO PERFORM DUTIES OUTWITH THEIR NORMAL RESPONSIBILITIES FROM TIME TO TIME.

*Club Purpose:*

*“To foster the game of golf for all players and make it a truly pleasurable experience to play golf at Hawick. We will endeavour to cater for the needs of everyone both on and off our beautiful course.”*

**Role Title:** Vice-Captain

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings.

**Main Duties:**

- To stand in for the Captain in his or her absence [see list below]
- Support the Captain by working closely with him and accepting any delegated tasks that are assigned from the list below:
  - i. Take responsibility for managing the Committee and the affairs of the club.
  - ii. Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded
  - iii. Oversee and guide all decisions taken by the Committee and sub committees.
  - iv. In conjunction with the secretary, prepare and present the Annual Report
  - v. Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated.
  - vi. Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.
  - vii. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
  - viii. Help to prepare and submit any statutory documents that are required
- Oversee the implementation of the Business Plan

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**Role:** Club Secretary

**Responsible to:** Captain/Club Committee

**Responsible for:** Club Steward/Caterer

**Skills Required:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings.

**Main Duties**

- To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant convenors for response where required
- To be first point of contact for the club
- To prepare and distribute the Committee meeting Agendas
- Keep the Minutes of all Club Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
- To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- To ensure that all members have a copy of the club diary and officers bearers contact details
- Organising and attending the club AGM and other club meetings
- Represent the club at outside meetings at the direction of the main committee

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**Role Title:** Treasurer

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Well organised
- Enthusiasm
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

**Main Duties:**

- Responsible for the club finances
- Deal efficiently and effectively with all invoices and bills
- Keep up to date records of all the financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all money received
- Attend committee meetings and present the budget report
- Prepare the end of year accounts to present to the auditors
- In agreement with the committee plan the annual budget
- Monitor the budget throughout the year.
- Oversee the implementation of the objectives for financial management in Business Plan
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Membership Convneor

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Well organised
- Enthusiasm
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

**Main Duties:**

- Keep up to date records of all members
- Monitor payment of annual subscriptions
- Ensure funds are properly accounted for and information is passed to the Treasurer
- Oversee the implementation of the objectives for membership retention in Business Plan
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Match Secretary

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Approachable in a friendly manner.

**Main Duties:**

- To organise and administer all club competitions.
- Publish in advance the date, name, format and tees to be used for competitions.
- In matchplay events publish the rules and completion dates for each and ensure completion dates are adhered to.
- Check all scorecards handed in and collate the results of competitions.
- Display the results in the clubroom and pass to the webmaster.
- Allot and maintain handicaps for all club members.
- Display an up to date list of handicaps.
- Provide a procedure for reporting away scores.
- Carry out annual review of handicaps.
- Supply local press with competition results.
- Oversee the implementation of the objectives for competitive golf in Business Plan
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Greens Convenor

**Responsible to:** Captain/Club Committee

**Responsible for:** Greens Staff

**Skills Required:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Approachable with a friendly manner.

**Main Duties:**

- Implement course management policy
- Assess progress in relation to the objectives of this policy
- Work within course budget
- Deal with staff performance issues relating to course management
- Deal with health and safety issues relating to course management
- Inform members of impending works on the golf course which will disrupt play
- Oversee the implementation of the objectives for the golf course in Business Plan
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Housing Convnenor

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Can communicate effectively
- Enthusiasm
- Well organised
- Has a high level of attention to detail

**Main Duties:**

- Maintain the clubrooms and surrounding area
- Work within housing budget
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Social Convenor

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Can communicate effectively
- Enthusiasm
- Is well organised
- Prepared to make a regular time commitment
- Confident
- Innovative
- Good written and spoken communication

**Main Duties:**

- To co-ordinate fund raising events on a regular basis
- To ensure events are properly licensed with Local Authorities
- To promote fund raising events in the local press with the help of the Marketing Convenor
- Ensure funds are properly accounted for and information is passed to the Treasurer
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Visitor/Marketing Convenor

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident and imaginative.

**Main Duties:**

- Take responsibility for publicising the club, its events and special offers
- Liaise with the Captain to promote the Club
- Build a list of local media contacts
- Produce press releases/articles to promote and publicise the club through the media
- Invite the press to attend club events
- Keep a record of all press cuttings
- Oversee the implementation of the objectives for visitors/marketing in Business Plan
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Advertising Convenor

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Can communicate effectively
- Enthusiasm
- Is well organised
- Is good at delegation
- Prepared to make a regular time commitment
- Confident
- Innovative
- Good written and spoken communication

**Main Duties:**

- To secure sponsorship deals from the private sector
- Ensure funds are properly accounted for and information is passed to the Treasurer
- Development of a Corporate Membership and Sponsorship packages
- Send a written report to the secretary prior to monthly meeting

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**Role Title:** Junior Convenor

**Responsible to:** Captain/Club Committee

**Skills Required:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Approachable in a friendly manner.

**Main Duties:**

- To organise and administer all junior club competitions.
- Publish in advance the date, name, format and tees to be used for competitions.
- Check all scorecards handed in and collate the results of competitions.
- Display the results in the clubroom and pass to the webmaster.
- Allot and maintain handicaps for all junior members.
- Display an up to date list of handicaps.
- Supply local press with competition results.
- To organise Clubgolf activities
- Oversee the implementation of the objectives for Juniors in Business Plan
- Send a written report to the secretary prior to monthly meeting

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