

Job Description – Secretary 1

Meetings

Agree Agenda with the Captain, sending it out with any documentation and reports for meeting

England Golf

Forwarding e mails from England Golf to Lady Secretaries and/or Committee.

Meeting

AGM:-

Send out Agenda, proposals etc. Ask for and collate any matter of substance

Organising attendee lists

Captain's & Secretaries

Organise the Captain's & Secretaries' meeting normally held at Castle Eden in October

Swop Shop

Organise the Swop Shop, normally held at Durham City in January

Correspondence

Handling any correspondence from members, clubs, the Union and other Counties etc

Send thank you letter to clubs who have hosted Competitions

Committee

Updating each year, list of Committee members with their e mail addresses and telephone numbers

Buy flowers and gifts as appropriate e.g. retiring/annual using the county debit card

Send 'cards' when necessary

Help treasurer in requests for club's exec details for the white book

Skills Required

General ability to use email

General ability to use Microsoft Word

Ability to organise material on the laptop provided

Mentoring

There will be help when organising a meeting or event. IT advice will also be on hand