

## **Y.L.C.G.A. CLUB DELEGATE**

### **ROLE DESCRIPTION**

**Title:** Y.L.C.G.A. Club Delegate

**Responsible to:** Yorkshire Ladies County Golf Association, Club Committees (Ladies' Section), Club members affiliated to the Y.L.C.G.A.

**Objectives:** This is an important role within the Club: integral to the promotion of Women and Girls' golf within the Club and beyond, participation at all levels, and the welfare of those who take part. The key objectives to achieve this are to:

- ensure an effective two-way communication between England Golf, the Y.L.C.G.A., and the Club;
- ensure the Committee responsible for ladies within the Golf Club receives all available information from England Golf and the Y.L.C.G.A.;
- cascade information to Club members;
- be responsible for correspondence which comes from England Golf or the County;
- represent her Club's views at the County Delegates' Meetings;
- promote and encourage participation in National and County events.

### **Role Responsibilities:**

- Advise the County of changes to the key roles within the ladies' section (Club Delegate, Handicap Secretary, Lady Captain, Junior Organiser, etc);
- Ensure all communications from England Golf or the Y.L.C.G.A. is dealt with in the appropriate manner at the Club, and reaches those to whom it is relevant;
- Attend all County Delegates' Meetings and Y.L.C.G.A. Ltd AGM or EGM, or ensure another lady attends as a substitute;
- Ensure all information from those meetings is disseminated to the Ladies' Committee;
- Ensure that the Club votes on all Y.L.C.G.A. resolutions and ensure that there is a procedure in place at the Club to enable this to be done effectively.
- Provide information to the County as requested in any questionnaire or survey;
- Ensure all ladies are aware of any National and County events for which they are eligible, and encourage entry – displaying posters, downloading entry forms, displaying time sheets;
- Regularly access the England Golf and Y.L.C.G.A. websites, keeping up to date with information and advice available and downloading where required;
- Promote the Alison Nicholas Fund for junior golf within Yorkshire.
- It would be appreciated if the Club Delegate could liaise/assist when any County event is being hosted by the Club; or organise a team to do so.

**Personal skills:** The Club Delegate will have some experience in golf and be enthusiastic about promoting women's golf at every level, from beginner to elite, including County and National.

She must be prepared to collate and pass on the information received to the Ladies Committee.

The Club Delegate will be able to relate to people, be approachable; and be prepared to help new members and promote participation in golf.

She should be able to attend the Club regularly to enable correspondence, promotions, and posters to be kept up to date; or to forward such information to those who need it.

Basic IT skills and e mail access will be required.

**Selection:** Appointed by the Club.

**Term of Office:** A minimum of three years is strongly recommended: length of service is at the discretion of the Club.

**Expenses:** At the discretion of the Club.

Should your Club require any further information please use the Contact Us section on the website [www.ylcga.org.uk/ylcga/contactus](http://www.ylcga.org.uk/ylcga/contactus)