

Yorkshire Ladies' County Golf Association

Assistant County Secretary – Job Description

Main Purpose

To assist the County Secretary undertaking administrative duties as required.

Responsible to: YLCGA Honorary County Secretary

Key Responsibilities

Prepare the minutes for the Executive Committee Meetings, including minute taking, editing and circulating to the Executive, following approval by the Captain and Secretary.

Collect and circulate reports in advance of all Executive Meetings

Be responsible for the maintenance of the database of Club and Club Officials' contact details, postal, telephone and email as appropriate. Prepare address labels and contact lists, and circulate emails as required.

Assist the County Secretary with preparations for the Annual General Meeting and Help Days.

In conjunction with the Secretary, Competition Secretary & Interclub match Secretary prepare and update the Events Calendar and liaise/correspond with clubs regarding dates for future Yorkshire event.

Prepare and send out Health & Safety Risk Assessments and Policy Documents to all clubs where YLCGA events are being held. Ensure they are completed in a timely manner and available for the organisers of each event.

Be prepared to assist or stand in for the County Secretary at events or ad hoc meetings as required.

Perform other secretarial duties that may arise from time to time.

Key Attributes Required

Good communication skills, written and verbal

Computer Skills including Word and Excel

Reasonable golfing knowledge

Previous Committee/Secretarial experience would be an advantage.

Email and scanner essential

Expenses

Travel expenses, at the rate of 30p per mile, incurred in carrying out duties directly related to this position, or when deputising for the County Secretary, together with such administration expenses including stationery, postage and telephone as may be necessary from time to time.

Selection Process

Applications in writing including CV and a letter of support from the applicant's club, must be received by the Hon. Secretary, Mrs Lesly Ford, Barn House, Thormanby, York YO61 4NN no later than 14th February 2020. The position is an Executive Committee appointment.

For further information regarding this role, please do not hesitate to contact Mrs Lesly Ford Tel: 01845 501069 Email: leslyford@hotmail.com