COUNCIL ROLE DESCRIPTIONS

THE CAPTAIN

- To uphold the ethos, integrity, standards and ethics of the Club.
- To provide leadership and direction to the Council enabling it to fulfil its responsibilities in providing sound governance and strategic direction for the club.
- Liaise with the Hon Secretary to agree an agenda information for each meeting.
- Chair all meetings of the Council and General Meetings in accordance with the Constitution.
- Keep Council meetings in order and discussions on track.
- To attend and host the Club's principal social functions.
- To chair Annual and Extraordinary General Meetings of the Club.

THE LADY CAPTAIN (re Council Role)

- To uphold the ethos, integrity, standards and ethics of the Club.
- Encourage women and girls to join the club working closely with the Membership Convenor, Comms and Marketing Convenor and Junior Convenor
- Help co-ordinate induction of girls and women into the club.
- Provide a monthly written report to Council

THE VICE-CAPTAIN

- The Vice-Captain assists, supports and deputises for the Captain when necessary
- To uphold the ethos, integrity, standards and ethics of the Club.
- Become familiar with the operations of the Council and the duties of the Captain.
- Undertake other tasks to reduce the work load of the Captain.
- Look on the role as an "internship", preparing for the day when they will become the Captain.

HONORARY SECRETARY

- Uphold the ethos, integrity, standards and ethics of the Club.
- Primary administration officer of Council and provides the link between the Council, members and outside agencies.
- Guide the Council on all constitutional, legal and administrative matters.
- Responsible for ensuring the Club Rules, Bye Laws and Policies are kept up to date and reviewed by the Council every two years
- Ensure the Council operates within all constitutional policies and bye-laws, legal, financial regulations, including any applicable laws and complies with Golf Ireland's Nine Principles of Good Governance,
- Ensure accurate and sufficient documentation exists to meet legal, licensing and regulatory requirements.
- Ensure appropriate and accurate information is provided for Council meetings.
- In consultation with the Captain, organise meetings, both Council and General, and issue notices/agendas for same,
- Responsible for induction of new Council members and arrange appropriate training where necessary.
- Handle Council correspondence and disputes as appropriate.
- Work closely with sub-committees, agreeing terms of reference and reporting to the Management Committee.
- Ensure key matters such as strategy, governance, financial management and risk assessment are regularly reviewed.
- Agree restaurant prices with franchisee ensuring quality and good value
- Ensure restaurant franchisee complies with the agreement
- Responsible for recruiting new restaurant franchisee when required

SECRETARY/MANAGER

- Reports directly to the Hon Sec and agree monthly objectives, review of previous months objectives.
- Record the minutes of Council and General meetings
- Responsible for the maintenance, safe keeping and availability of all Club records.
- Lead the implementation of the Club vision, strategic plan and Operations Plan
- Implement monthly operations plans agreed with the Hon Sec
- Directly responsible for membership administration
- Directly responsible for sponsorship income
- Lead and manage Club staff and operational volunteers
- Manage operational tasks with Council members in line with role descriptions
- Manage the Tee Time set up and report to Council on utilization monthly
- Ensure the Club facilities are maintained to the highest standards
- In conjunction with the Treasurer set and manage budgets in respect of Club facilities and services
- Lead and manage staff/partners/volunteers, providing clear direction and support
- Provide timely and accurate reports to the Council against the Club's annual plan
- Ensure accurate information is available to the Council and sub-committees as required.
- Oversee the bar and restaurant and ensuring the highest level of customer service.
- Overall responsibility for the fabric of the clubhouse.

HON TREASURER

- Responsible for the financial supervision and risk management of the Club
- The Hon Treasurer is the chief financial officer whose tasks include the preparation of annual budgets, planning for the Clubs' financial future and monitoring the Clubs ongoing cash and expenditure.
- The Hin treasurer is also responsible for Audit and Risk
- Develop quarterly management accounts with costs split over course, clubhouse and administration.
- Provide monthly financial updates/reports for presentation at Council meetings.
- Lead the annual Budget process and ensure an appropriate Annual Financial Plan is provided to the Council for approval. Agree budgets for key areas e.g. Course, House, Marketing, Strategy.
- Review all proposed Capital Expenditure and present to Council for approval.
- Liaison with the Club's Bankers with regard to the Club Accounts, Overdraft & Loan facilities.
- Act as a signatory on the Club Bank Accounts
- Review financial process within the Club ensuring continuous improvement of same.
- Provide a written report for each Management Committee meeting including month end borrowings

MEMBERSHIP CONVENOR

- Responsible for membership on boarding and induction of male adult members and assist the Lady Captain with on boarding and retention of female adult members
- In conjunction with the Marketing Convenor maximise recruitment.
- In conjunction with the Marketing Convenor propose to Council annual alterations to subscription rates to considering member experience and competition from local members clubs
- Review and recover outstanding subscriptions on a monthly basis
- Approve any reduced or deferred subscriptions agreed with individual members
- Report to Council each month on adult membership recruitment and retention

SOCIAL AND FUNDRAISING CONVENOR

- Co-ordinate annual calendar of social & non-golf activities in the clubhouse.
- Report to Council monthly on funds generated and expected income in current financial year

COURSE CONVENOR

- Liaise & work with the Head Greenkeeper to
  - optimise the conditioning and presentation of the course
  - maintain equipment to ensure health and safety of course staff
  - plan staff development
  - take decisions as to whether the course is playable.
  - Take overall responsibility for budgetary control of course expenditure
- With the Course Committee and Head Greenkeeper develop
  - a 5 year plan to improve the course, practice range and putting green and also recommend to Council a machinery replacement plan
  - Course Policy document, as recommended for all golf courses by the R&A, to establish a clear and consistent approach to course management to fulfil the potential of the course for the benefit of members, guests and visitors. The document should lay out the vision for the course and provide long-term continuity for management of the course.
- Liaise with specialists to recommend improvements to the course re
  - quality of test
  - conditioning and presentation
- Provide a written report for each Council meeting

COMPETITION AND HANDICAP CONVENOR

- The Competitions Committee is required to manage all mens club competitions efficiently.
- Liaise with the Marketing Convenor to ensure that members are informed of results.
- Assist with Prize Presentations.
- Focus on the co-ordination & delivery of regular and consistent internal and external communications
- Provide a written report for each Council meeting

MARKETING AND COMMUNICATIONS CONVENOR

- Draw up the annual marketing plan covering membership development, green fees and societies and oversee its implementation
- Co-ordinate delivery of regular and consistent internal and external communications for all facets of the club