

**SAO BRAS GOLF SOCIETY**  
**COMMITTEE & ADMINISTRATOR RESPONSIBILITIES – 2023/24**  
**APPROVED BY THE COMMITTEE - 31.01.23**

**CHAIRMAN**

- Oversee the activities Committee ensure that decisions are made and implemented.
- Ensure that the Governance Framework is kept up-to-date and adhered to by all Members, and that the future of the Society is assured.
- Liaise with key stakeholders – including sponsors, charities supported, the home course/s and venues utilised for Society functions when required.
- Manage set up of Social events with other Committee Members
- Act as Chairman at all Committee & AGM meetings, and other Society functions.

**TREASURER**

- Prepare the Annual Financial Statements and Report – including an outline budget for the following year, and present them to the Committee and the AGM each year.
- Monitor the cashflow on at least a quarterly basis and report to the Committee on the solvency of the Society.
- Ensure all Society expenses and disbursements are legitimate and are recorded and paid timeously.
- Report to the Committee on active memberships and collect all annual subscriptions.
- Collect all competition fees on the day and liaise with Benamor regarding monies due.
- Prepare, record and distribute charity donations as required.
- Purchase and make available prizes for presentation at competitions.
- Ensure funding is available for the Secretary to pay for the engraving of annual winners trophies and the purchase of thereof.
- Purchase all vouchers required for presentation at the Annual Awards Event.

**CAPTAIN**

- Make the draw for all competitions.
- Prepare the pinmarkers for each competition – using printouts prepared by the Secretary.
- Oversee and reorganise the playing groups as necessary on Competition days.
- Decide the Feature Holes in Monthly Competitions and advise the Secretary accordingly.
- Decide the format of play on Captain's Day, handle the prize giving, and arrange the subsequent social event with the Chairman.
- Collate scorecards and determine winners in preparation for prize giving at all competitions.
- Present the prizes to Members following competitions.
- Address the Membership on the seasons proceedings at the AGM & End of Season social.

**VICE CAPTAIN**

- Prepare the players' scorecards and make them available for each competition – in accordance with the datasheet provided by the Secretary.
- Determine the format of play for Vice-Captain's Day, handle the prize giving, and arrange the subsequent social event with the Chairman.
- Assist the Captain with the collation of scorecards and prize givings on Competition days.
- To assist and understudy the Captain as required – and deputise in his/her absence.

## **SECRETARY**

### **ADMINISTRATOR TO ASSIST WITH AREAS MARKED IN RED**

- Maintain an address list of active Members and communicate with them by email on all Society matters, and report back to the Committee as required.
- Collate a list of players entering for each competition including whether they require buggies and lunch arrangements. Prepare a final schedule including all details of amounts due – using the agreed Standard Spreadsheet. Advise Benamor a week before of the number of buggies and tee times required. Provide the Captain, Treasurer, Vice Captain, Chairman and Administrator with a copy of the initial and final version of the Standard Spreadsheet to enable them to fulfill their responsibilities.
- Collate lists of attendees and their meal requirements for all Social Functions.
- Respond to Members queries and to advise the Committee on any grievance matter that has not been resolved.
- Ensure that all Disciplinary processes authorised by the Committee are completed and signed records are kept on file where appropriate.
- In Spring, submit to the selected Home Course a list of proposed competition dates for the next season. Once finalised, ensure the agreed dates are published in the Events Diary on the website.
- Give required notice of Meetings, draft Agendas for Committee Meetings and the AGM, prepare AGM minutes, and publish on the website.
- Maintain the Governance Framework as advised by the Committee, prepare amendments as required and publish on the website.
- Organise the annual knockout competition, advise Members as appropriate and keep website updated.
- Arrange for the engraving of annual winners trophies and the purchase of the same.

### **HANDICAP SECRETARY - CURRENTLY HANDLED BY THE SECRETARY**

- Record all players scores following competitions.
- Prepare the competition results sheet and publish it timeously on the website after each competition.
- Prepare an updated player handicap sheet in accordance with the Society's current rules following each eligible competition and publish it on the website based on the adopted rules.
- Maintain the Player of the Year, Par 3s, 4s and 5s, Roll of Honour, and Current Year Winners Schedules and publish them timeously on the website.
- Identify the winner of the Most Improved Player of the Year for the Committee prior to the Annual Awards Event.
- Monitor member handicaps and propose interim adjustments to the Committee.
- Advise the Committee on an annual basis whether the Society Handicap Rules require amendment.

### **WEBSITE MANAGER – CURRENTLY HANDLED BY THE SECRETARY (NOT A COMMITTEE MEMBER)**

- Maintain the Governance Framework and the Events Dairy as well as AGM information as directed by the Committee.
- Update the website regularly with news, results, latest handicaps, competition tables and photographs in a timely manner - especially following competitions.

**ADMINISTRATIVE ASSISTANT TO THE SECRETARY - ADMINISTRATOR  
(NOT A COMMITTEE MEMBER)**

**Assist the Secretary as required and particularly with the following:**

- Maintain an address list of active Members and communicate with them by email on all Society matters, and report back to the Committee as required.
- Collate a list of players entering for each competition including whether they require buggies and lunch arrangements. Prepare a final schedule including all details of amounts due – using the agreed Standard Spreadsheet. Advise Benamor a week before of the number of buggies and tee times required. Provide the Captain, Treasurer, Vice Captain, Chairman and Administrator with a copy of the initial and final version of the Standard Spreadsheet to enable them to fulfill their responsibilities.
- Collate lists of attendees and their meal requirements for all Social Functions.