

## **JOB SPECIFICATION**

### **Position**

Executive Officer

### **Responsibility**

The Executive Officer is responsible to the Board of Golf HB & PBW Inc.

### **Duties**

The duties will include:

- Secretarial functions;
- Financial duties & reporting;
- Association clothing and equipment
- Coaching Co-Ordinator
- Sponsorship
- Tournaments
- General golf administration

#### **1 Secretarial Functions**

- (a) To undertake and comply with the statutory obligations of a Secretary of an Incorporated Society;
- (b) To carry out the duties of the Secretary of Golf HB & PBW Inc. including attendance at all meetings of the Board of the Association, Men's Golf Committee and such other meetings as may be required from time to time, and the keeping of Minutes.
- (c) To receive and open all mail addressed to the Association and ensure prompt action is taken as required. To reply to all routine correspondence as required. Listing of all Inwards and Outwards correspondence for monthly meetings.
- (d) To arrange travel and accommodation for all Association representative teams.
- (e) To issue notice of Annual General Meeting, Board, Special and Committee meetings as required by the rules.
- (f) To issue notices to all clubs calling for nominations for President, Vice President, Managers, Selectors, NZGA Delegate and Golf Committee members one month prior to the closing date for each position.
- (g) To ensure all computer records are kept current and backed up regularly.
- (h) Arrange and attend disciplinary meetings as and when required.

#### **2 Financial Duties**

- (a) To ensure that all periodical, monthly, annual statutory returns are filed with the appropriate authorities by the due date eg. PAYE, ACC, GST.

- (b) To monitor and maintain bank account balances at an optimum level to ensure that the best interest rates are received for the funds on deposit.
- (c) To ensure all accounts are paid by due date.
- (d) To monitor expenditure and income against budget figures and provide timely advice to the Committee of any potential shortfall or fluctuations.
- (e) To report to the Board regularly on the Association's finances
- (f) To maintain accurate wage records for any employees of the Association.
- (g) To properly receipt, bank and account for monies of the Association and reconcile bank accounts monthly.
- (h) Prepare Annual Budget and associated Work Sheets for distribution, discussion and finalisation by the Board in time for incorporating in the Annual Reports.
- (i) To send levy and other invoices to Association clubs in the Hawke's Bay/Poverty Bay District as soon as numbers are supplied by New Zealand Golf and actively pursue the collection of those accounts.

### **3 Clothing and Equipment**

- (a) To liaise with team managers to ensure that all clothing belonging to the Association is adequately maintained and housed.
- (b) To ensure adequate stocks of clothing are available.
- (c) To maintain a register of the Association's trophies.

### **4 Coaching Co-ordinator**

- (a) To co-ordinate and liaise with team managers and selectors of all representative teams and arrange coaching for all such teams as required.
- (b) To liaise with the Junior Co-Ordinator of the Association to provide regular coaching schools and coaching clinics for promising junior golfers.
- (c) To liaise with the District Coach at the start of each year to ascertain his requirements for that year.

### **5 Sponsorship**

- (a) To actively seek potential promotion activities for Golf HB & PBW (Inc).
- (b) To actively seek sponsorship funding as directed by the sponsorship committee
- (c) To apply for money from Gaming Machine Trusts to the full extent of the allowable claimable expenses of the Association for the year.

## **6** Tournaments

- (a) Prepare Golf HB & PBW Fixture Lists in consultation with Clubs, Board and Golf Committees for approval at the Annual General Meeting. To co-ordinate the Club tournaments annually for the Association's events calendar.
- (b) To assist Clubs with hosting of Golf HB & PBW Association events.
- (c) To prepare draws (and have these published in the local newspaper and placed on the Association website) for all Golf HB & PBW Association events under the control of the Association.
- (d) To review the operation and rules of tournaments falling under the jurisdiction of Golf HB & PBW and to keep a manual detailing the operation of each event.
- (e) Forwarding results of all Golf HB & PBW fixtures to the local newspaper.
- (f) Purchase prizes for any Golf HB & PBW events when necessary.
- (g) Ensuring that Golf HB & PBW trophies are at the relevant events to be presented at prize-giving.
- (h) To ensure all member clubs are made aware of the rules of all Association fixtures.
- (i) Attend designated Golf HB & PBW events to record results or assist clubs as may be required for that event.

## **7** General Golf Administration

- (a) To co-ordinate any course rating required within the Golf HB & PBW region.
- (b) To supervise the activities of Junior Golf Development Manager.
- (c) To meet regularly with the Junior Golf Development Manager and plan and review that person's activities.
- (d) To liaise with Clubs regularly and assist and advise on matters relating to Golf Hawke's Bay.
- (e) To assist the Junior Convenor with the Junior Golf Academy as and when required.

## **8** Reporting

- (a) Report to each regular meeting of the Golf HB & PBW Board and advise on any items that you consider require notification or warrant further discussion.

Jan 2012