# Club Management Committee Positions

# Roles and Responsibilities

## 2026

**All committee positions are voluntary and require a commitment to attend the regular management meetings as well undertaking a role.**

**All committee members and roles will need to be nominated, approved/seconded and voted in/elected by members at each AGM.**

**Club Officers: Chairman, Treasurer and Secretary are to be elected annually from among the ordinary members, by ordinary members at the AGM. These positions would ideally be held by the same person for at least three years.**

**Section Captain's shall be 'ex officio' members of the management committee, as elected by their respective sections during their term of office.**

**The Bar & Catering franchisees may appoint one representative to the management committee.**

**Everyone Active management and PGA professional will be represented on the club management committee.**

**Roles essential for the running of the club include: Competition/Handicap secretary, Safeguarding & Welfare officer, IT/Media coordinator, Junior coordinator. At least two positions on the management committee will be undertaken by an ordinary club member (not an officer or ex officio) Assistants to undertake any of the roles may be beneficial and a recommended way for a member to contribute on the committee.**

**The management committee have the power to co-opt ordinary members to fill any role as required to support the management of the club until the next AGM.**

**<u>All Committee members</u>**

All committee members will constantly strive to:

- Represent and be an ambassador for Vivary Park Golf Club acting in the best interest of the club.
- Undertake a committee/management voluntary job role or assist another committee member with a role
- Have an understanding of the constitution, regulations and partnership arrangements with Everyone Active & Cullens Catering.
- Provide a friendly and enjoyable environment for members and guests.
- Attract new membership and support them to integrate into the club.
- Assist with and ensure the successful running of the clubhouse, golf days and golf functions

- Encourage junior golf and new adult golfers (in conjunction with the EA Golf Professional)
- Conduct meetings in a constructive, friendly and efficient manner
- Communicate with the members appropriately and with integrity
- Discourage any antisocial behaviour amongst members and support any investigation of reported incidents in accordance with Golf Club Rules & Regulations
- Keep discussions within committee meetings confidential at all times
- Provide feedback to the committee of both positive and negative aspects of the running of the club that affect members.
- Endeavour to set an example for members by playing the game in the spirit in which it was intended
- Endeavour to set an example for members in adhering to the Rules of Golf at all times

**Chairman**

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes, regulations and financial purposes.
- Instigate any new or update policies for the club as recommended by England Golf
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to club members
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Act as one of the administrators for WHS and Club V1
- Work with the Committee to ensure:
    1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
    2. Strategic plans are developed in order to achieve the goals of the Club.
- Serve as a spokesperson for the Club when required.
- Make speeches and present trophies/prizes at relevant events and competitions.
- Communicate regularly and systematically with the Chairmen of other Clubs, Somerset Golf Union and England Golf.
- Assist in the development of partnerships with sponsors, funding agencies, local authorities and organisations that are relevant to the goals of the Club

**Treasurer**

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes

- Receipt of all incoming monies, bank all monies received, pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Provide monthly financial reports – present at committee meetings
- Arrange and despatch invoices for periodical payment
- Issue yearly membership fee notices, keeping accurate record of all membership payments
- Act as one of the administrators for WHS and Club V1

**Secretary**

- Maintain records of the Committee and ensure effective management of Club's records
- Manage Minutes of Committee meetings, recording the Minutes and ensuring minutes are distributed to committee members shortly after each meeting
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Is sufficiently familiar with all current Club documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure that proper notification is given of Committee and Club meetings as specified in the Rules
- Act as one of the five WHS and Club V1 administrator's, liaising with Club V1 contact.
- Manage the club's email address, acting as first responder to all emails and storing correspondence appropriately.
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders, sending out Club V1 newsletters as required or requested by the committee
- Provide a summary of Committee Minutes for viewing by all Club members

**Competition and Handicap Secretary**

- Lead the Club V1 administration, ensuring security and confidentiality of club member information as scores cards are entered, checked and approved.
- Prepare the golf years fixture list for main club liaising with the seniors, ladies and juniors sections to avoid clashes. Display on notice board and on website.
- Set up all main club competitions on Club V1, prepare notices/sign-up sheets for the club notice board, check score cards and computer records are correct, entry fee paid, prior to closing the competitions.
- Ensure the Club Treasurer is aware of competition entry requirements/results and prize values to be able to make payments to winning members.
- Communicate with and advice members regarding special competitions, course conditions affecting competition rules, handicaps etc through the club newsletter etc.
- Oversee the handicap records for members, identifying any inconsistencies. Conduct a yearly handicap review using Club V1 reports and working with the other club sections competition/handicap secretary.
- Keeps records of all cups/trophies/board games who has won them and ensure engraving is completed in a timely way.
- Has UpToDate knowledge of England Golf/Somerset Golf Union guidance in running club competitions, handicap requirements, golf rules and Vivary playing conditions.
- Help raise the profile of Vivary Golf Club and promote the benefits of having and maintaining a handicap to other golfers, encouraging new members.

**Safeguarding & Welfare Officer**

- Be the first point of contact for club staff, volunteers, young people and parents, adults at risk and carers for any issues concerning child welfare/adults at risk, poor practice and potential or alleged abuse.
- Ensure that all incidents are reported correctly and referred, in accordance with Policy guidelines.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis, liaising with Everyone Active Management as required.
- Maintain Safeguarding & SafeGolf club policies and procedures
- Attend relevant training and checks to comply with SafeGolf Accreditation, having an up-to-date DBS check and to have attended a Safeguarding and Protecting Children Course in the last 3 years and a Time to Listen Course.

**IT/ Media Coordinator**

- Oversee the essential IT packages and services required by the club
- Help raise the profile of Vivary Golf Club and promote our club to the community and other golfers, encouraging new members.
- Through social media - communicate news and opportunities to our members, ensure effective branded communication is delivered, including valuable and engaging content.
- Liaise with the Club Officers, Section/Team Captain's and others on the Management Committee as appropriate to ensure communications delivered are accurate, engaging and constructive, avoiding conflicting messages or contradictions.
- Liaise with the club secretary regarding; newsletters emailed via Club V1.

- Update and maintain the club news section on Vivary Golf Club Website and to advice where updates and changes are needed or would be beneficial.
- Assist with creating and developing marketing material or campaigns.

**Junior Coordinator**

- Build/maintain a committed volunteer team, who work together to support the Junior Section, ensuring the clubs safeguarding policy and procedures are followed
- Help raise the profile of Vivary Golf Club and promote our clubs Junior Section to the community and other golfers, encouraging new members and helping Young People to have a great experience.
- Communicate regular updates, news and opportunities to Junior members (and Parents) using effective and appropriate methods
- Organises competitions, matches and events, linking with the professional for coaching and teaching enabling young people to thrive at the golf club
- Liaise with the Club Officers, Everyone Active, Cullens Catering and others on the Management Committee as appropriate
- Undertake DBS clearance and Safeguarding training through England Golf