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**YORKSHIRE VETERAN LADIES’ GOLF ASSOCIATION**

[www.yvlga.org.uk](http://WWW.YVLGA.ORG.UK)

**JOB DESCRIPTION**

**Honorary Competition Secretary**

Elected by membership at AGM. Nomination requires Proposer & Seconder.

Minimum term 3 years & maximum term 5 years. Ineligible for re-election for 1 year.

Generally;

* Prepare report & attend Committee Meetings (4-5 per year) held on a Saturday morning @ Moortown GC
* Prepare posters & entry forms for following year’s competitions, send to Club Reps & put on website
* Liaise with host clubs, organise & manage all competitions for the year
* Liaise with Registrar & Treasurer on membership for the year
* Collect entries from Club Reps, note mileage from their club to competition host club & draft start sheet, do blind draws/ballots as required for over-subscribed events
* Send start sheets out to Club Reps & put on website
* Prepare invoices & mail to Club Reps, liaise & copy to Treasurer to synchronise payments & check all payments received by deadlines stipulated
* Accept changes to players/competition entries & weekend before the event put revised start sheet on website
* Keep an updated list of all trophy winners for the year, get the Trophies back & ensure engraved & cleaned in time for presentation at AGM in October
* Prepare for annual Club Reps Meeting, usually held in August
* Prepare report & attend AGM in October

June 2018