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**YORKSHIRE VETERAN LADIES’ GOLF ASSOCIATION**

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

**JOB DESCRIPTION**

**Honorary 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;

* Liaise with Captain to prepare agenda & papers, & circulate in advance of Committee Meetings (4-5 per year) held on a Saturday morning @ Moortown GC. Attend & take minutes of meeting, circulate to Officials & Committee Members. Put summary of minutes on website
* Respond to correspondence, e-mails & website enquiries
* Maintain & keep archive information; paper & digital records as appropriate
* Organise venues/host Clubs for following year’s competitions, confirm dates/competition formats with Committee & send final list of fixtures to Club Reps & put on website
* Organise & circulate golf diary for following year including YVLGA, YLCGA, NCVLGA & England Golf events etc, & circulate to Officials & Committee Members
* Liaise with & advise Captain, Vice-Captain, President, Competition Secretary, Treasurer & Registrar on Constitution, protocols & due process for all Committee Meetings(4-5 per year), the AGM & any EGM
* Organise & prepare for annual Club Reps Meeting, usually held in August
* Organise & prepare Notice of AGM, send out agenda, nominations & papers in advance & put on website, prepare report & attend AGM in October held at Sand Moor GC. Take minutes & circulate to Officials & Committee Members. Put summary of minutes on website
* Liaise with NCVLGA Officials & attend Business Meeting in May at Northern Championship & Annual Meeting in October at Moortown GC

June 2018