

BRISBANE AND DISTRICT LADIES GOLF ASSOCIATION

POSITION OF DISTRICT SECRETARY

The Brisbane and District Ladies Golf Association is a non-profit GST registered organisation representing 44 District Ladies Golf Club Memberships throughout the Brisbane metropolitan region.

The Executive Management Committee of BDLGA, consists of a President, Vice-President, Treasurer, Handicap Manager and District Secretary, each of whom works in an honorary capacity. There are also six other honorary members of the full Management Committee.

The position of District Secretary is a nominated position, not an elected one, and is the administrative point of contact for the association as well as the source of information, dates, knowledge of activities and people within the organisation.

The position comes with full office facilities including a Personal Computer, desk, Colour Laserjet printer, scanner, laptop computer, portable colour printer. A large hi speed photocopier is also part of the equipment owned by BDLGA for re-location and use by the District Secretary.

Remuneration in the form of an annual (AGM to AGM) honorarium of \$5000.00 is paid in February of each year. (Taxation implications of this payment may depend on your own circumstances and need to be discussed with your accountant).

Responsible to:

- Management Committee

Competencies / Experience required

- Good management skills
- Confident and effective communicator
- Great administration skills
- Well organised and conscientious
- Computer literate

Commitment Required

- Unsupervised administrative duties from home office location, as and when required, varying between 2 – 8 hours per week???
- Attendance at Management and General Meetings throughout the year
- Attendance at BDLGA tournaments when possible but specifically if requested by tournament director.

Main duties of the Role are:

- Acquire some knowledge of the BDLGA Constitution
- COMMUNICATION
 - a. Act as a first point of call for those seeking information
 - b. Keep track of all relevant communication from all sources
 - c. Ensure email list of contact persons is kept up to date
 - d. Ensure website has current information showing at all times
 - e. Ensure Management Committee, and especially the BDLGA President, are kept up to date on all matters
 - f. Forward any pertinent information and requests you are unable to answer to the appropriate Committee person
 - g. Deal with outgoing and incoming association correspondence in a timely fashion.

- MAINTAINING RECORDS
 - a. Keep association records accurate and up to date of:
 - i. Club Committee Office Bearers
 - ii. Contact person and details for each club office admin.
 - iii. ATO – Business address and contact details
 - iv. Maintain a register of Perpetual trophies knowing the location of those trophies at all times. Ensure trophies are cleaned prior to tournament presentations and engraved correctly after tournaments.
- MEETINGS
 - a. Arrange for appropriate numbers of general and management meetings throughout the year in accordance with the Constitution
 - b. Set dates for meetings
 - c. Liaise with clubs for appropriate venues
 - d. Prepare and distribute agendas
 - e. Take minutes from management and general meetings and distribute where appropriate
 - f. Ensure that association members have relevant information before and after meetings
- CLUBS
 - a. Ensure clubs maintain annual affiliation with BDLGA, Golf QLD and Golf Australia i.e. collect appropriate fees once a year by the end of March each year.
 - b. Maintain regular contact with clubs to ensure they are aware of all District tournaments and general meetings to which their delegates are expected to attend.
- WEBSITE
 - a. Maintain comprehensive website or work with committee to outsource this if required.

Enquiries for this position should be directed to:

BDLGA President
Mrs Phyllis Fourte
Ph: (07) 3216 4154
Email: president@brisbanedistrictladies.com.au