



## IVANHOE LADIES' GOLF CLUB

### ROLE OF SECRETARY

1. Prepare list of Committee positions, name/address/telephone numbers and email addresses to be emailed to members before the commencement of the golf year
2. Prepare the Agenda and take the Minutes at Committee meetings and, after consultation, distribute to all Committee members
3. Maintain an up-to-date list of all financial members during the year.
4. Keep the Register of Members up to date
5. Keep custody of the Common Seal and register use of same
6. Receive and send correspondence to VGL. Attend to other correspondence where necessary or forward to the relevant member.
7. Liaise with Consumer Affairs Victoria (CAV) re Annual Declaration
8. Send out letters, cards, flowers to members and life members if required after consultation with the committee.
9. The Secretary is a member of the Match Committee

The Secretary is usually the contact point for new members. Explain the method of receiving a handicap if they don't have one and invite them to come along, have a game of golf and meet existing members. Also let them know they can play 9 holes if they prefer. Advise them of our fee structure and that they will be required to read the By-Laws and Model Rules – which are on the members' website.

Receive Annual Reports from President/Captain/Treasurer and along with a couple of other forms, email to all members and life members a couple of weeks before the AGM in November. Post to those without email.

Distribute an Information leaflet around the Clubhouse for potential members to take away and read.