

<u>Role</u>	<u>Responsibility</u>
<b>Secretary</b> <b>Jesper Laursen</b> <b>0413 840 940</b>	Book all Games one year in advance, confirm 1 month out or as each club requires Establish Fixtures Sheet & communicate to all members as required Email members two weeks prior to each game in order to establish player numbers Nominate Playing Groups for each game & distribute to members before each game Maintain the clubs stock of golf balls & club shirts Organise the annual Stay & Play venue
<b>Handicapper/ Competition Secretary</b> <b>Stephen Perrin</b> <b>0411 131 806</b>	Develop an equitable handicap system. Distribute guidelines to all members Print handicap labels for use at each game Advise Club Captain on Holes for NTP & Eagles Nest prior to games Collect cards at end of play, check & determine grade winners & NTP, Eagles Nest Fill out results page & hand to President for presentation of prizes Review handicaps after each round & communicate this to all players Maintain the Contact List details for ALL members
<b>Treasurer</b> <b>Todd Binnie</b> <b>0475 949 643</b>	Collect money from Sponsors as close to beginning of each season as possible Collect membership & Green Fees at each game Pay Golf Clubs the agreed green fees Maintain accurate records Advise Committee of non-financial members after deadline Bank all monies in timely manner Provide cash position at as requested from time to time Prepare Treasures Report for distribution at AGM Assist in checking of cards for Stableford competitions <u>Ensure that \$65 fee or the actual cost to club is paid by members who book but do not attend</u>
<b>Assistant Treasurer</b> <b>Dave D'Alterio</b> <b>0434 006 698</b>	Run the game day process if Treasurer not in attendance Assist handicapper in checking of cards on game day
<b>President</b> <b>John McGuinness</b> <b>0418 877 298</b>	<p><b><u>In order to be eligible to nominate for this position, you must have currently or previously, served up to 2 years in another position on the Committee</u></b></p> Organise & Chair <u>Annual</u> Committee meeting, establishing Agenda items advising the committee timely before each meeting Keep minutes of meetings & communicate actionable items to nominated person/s Liaise with Committee members to make sure agreed tasks & responsibilities are on track & completed within agreed timeframes Set the AGM agenda & facilitate the proper election of a new committee Makes the final decision on disputes within the club Run the presentation of prizes for grade winners/runners-up at each game Select the President's Team for Annual match play tournament

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<b>Vice President</b> <b>Nick McDonald</b> <b>0400 067 665</b>	Run the game day presentation if President not in attendance Assist in checking of cards for Stableford competitions
<b>Club Captain</b> <b>Mark Bailey</b> <b>0416 007 472</b>	Have Nearest the Pin & Eagles Nest Markers at each game Retrieve markers at the end of presentation from Handicapper Sell the raffle tickets & \$5 book at each game Hand monies to Treasurer Pre purchase prizes & have suitably wrapped Select the Captain's Team for Annual match play tournament <u>Obtain from course their local rules for the day, e.g. preferred lies, GUR, bunkers in play etc. &amp; communicate to members prior to hit off</u>
<b>Vice-Captain</b> <b>Chris Lightbody</b> <b>0488 005 895</b>	Assist with above Run the process if Club Captain not in attendance Assist in checking of cards for Stableford competitions <u>Obtain from course their local rules for the day, e.g. preferred lies, GUR, bunkers in play etc. &amp; communicate to members prior to hit off</u>
<b>Sherriff</b> <b>Harold Frame</b> <b>0425775566</b>	Collect information in relation to fines at the end of each game Use our Standards, plus any additional stand outs on the day Present in an entertaining manner, in keeping with our principles of having fun. Limit individual fines to maximum of 5 per member Hand fine sheet to scribe (Jason) for next newsletter.
<b>Assistant Sherriff</b> <b>Darren Jones</b> <b>0416 277 099</b>	Collect the fines on game day & hand monies to Treasurer Run the process if Sherriff is not present
<b>Web Site Administrator</b> <b>Jason Novosel</b> <b>0402 035 406</b>	Maintain site with Results, Handicaps Review & Monthly Newsletter & any other information required by the committee to be communicated to members Review current site for suitability, effectiveness & cost Identify & train a suitable back up in current system, as well as any other changes made from time to time