Club President

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | President |
| **Reports to:** | Committee , MDGA, Golf Victoria |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | On demand, Monthly meeting on 2nd Monday of the Month at Merbein Golf Club Inc. |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice. A friendly welcome is assured.

**Purpose**

The role of the President is to provide the principle leadership and responsibility for the Club and the Committee.

**Responsibilities**

* Chair Committee meetings ensuring that they are run efficiently and effectively
* Act as a signatory for the Club in all legal purposes and financial purposes
* Regularly focus the Committee’s attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
* Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
* Work with the Committee to ensure:
* The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
* Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club
* Work with the Executive to manage any paid employees of the Club including recruitment, retention, salary and performance reviews, etc.
* Serve as a spokesperson for the Club when required
* Communicate regularly and systematically with the Presidents of the member Clubs, the District Golf Association, Golf Victoria and or Golf Australia
* Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club
* Be active in assessing the overall safety of the facility and ensuring that safety policies and procedures are adhered to including having a suitable evacuation procedure.
* Collect Injury Report Forms and retain for 7 years.
* Check that safety equipment is in good condition. Ensure that fire extinguishers undergo their regular maintenance check
* Management of Committee including Vice President, Course Consultant and Care Taker
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be well informed of all Club activities and able to provide oversight
* be a person who can develop good relationships internally and externally
* be forward thinking and committed to meeting the overall goals of the Club
* have a good working knowledge of the Committee Constitution, rules and duties of office bearers
* be able to work collaboratively with other Committee Members
* be a good listener and attuned to the interests of members and other interest groups
* be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. delegate meetings)
* be a competent public speaker

**Key Relationships**

* Committee and Members of Merbein Golf Club Inc.
* Local stake holders including Cabarita Inc
* Cabarita Community
* District Golfers
* MDGA
* Golf Victoria
* Mildura Rural City Council

Vice president

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Vice President |
| **Reports to:** | President |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | On demand, Monthly meeting on 2nd Monday of the Month at Merbein Golf Club Inc. |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

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**Purpose**

The role of the Vice President is to shadow the President in providing leadership and responsibility for the Club and the Committee and to step into the President’s roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

**Responsibilities**

* In the event of the President being unable to fulfill his/her duties, to step into that role
* In the absence of the President, chair Committee meetings, ensuring that they are run efficiently and effectively
* Be an alternate signatory for the Club for le.g.al purposes and financial purposes
* Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
* Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
* Represent the Club at meetings and forums as agreed with by the President
* Other duties as nominated by the President and/or Committee
* To support the President with monitoring of Course Consultant and Care Taker
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be well informed of all Club activities and able to provide oversight
* be a person who can develop good relationships internally and externally
* be willing to step in for the President where needed including chairing meetings
* be forward thinking and committed to meeting the overall goals of the Club
* have a good working knowledge of the Committee Constitution, rules and duties of office bearers
* be able to work collaboratively with other Committee Members
* be a good listener and attuned to the interests of members and other interest groups
* be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
* be a competent public speaker
* be able to raise concerns with the President when they arise

**Key Relationships**

* Committee and Members of Merbein Golf Club Inc.
* Local stake holders including Cabarita Inc
* Cabarita Community
* District Golfers
* MDGA
* Golf Victoria
* Mildura Rural City Council

Secretary

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Secretary & Media Liaison |
| **Reports to:** | President |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | On demand, Monthly meeting on 2nd Monday of the Month at Merbein Golf Club Inc. |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc**

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**Purpose**

The role of the Secretary is to be responsible for the Club Documentation and Communication of the Club to allow the Committee to provide good governance. The Secretary is responsible to regularly report on the status to both the Committee and the Club members. To provide supervision and support for the Sponsorship Manager, Event Coordinator, Junior Member Coach and Post Office Volunteer Leader

**Administrative Roles**

* Maintain Committee and Club records
* Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
* Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
* Be familiar with all current Club documents
* Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
* Enable and authorize people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
* Ensure that the records of the Club are maintained as required by law and made available when required by authorized persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
* Ensure that official records are maintained of members of the Club and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
* Provide an up-to-date copy of the Constitution and bylaws at all meetings
* Ensure that proper notification is given of Committee and Club meetings as specified in the rules
* Manage the general correspondence of the Committee except for such correspondence assigned to others
* Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
* Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
* The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation
* Notify Consumer Affairs of the Secretary appointment or a change of the Secretary’s details
* Notify Consumer Affairs of a change of the association’s registered address by lodging a Change of Association Details form. No fee is required.
* Within one month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee
* Obtain from Treasurer, Annual Income and Expenditure Statement and Assets and Liability Statement
* Apply to the Registrar for approval of a name change within one month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
* Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee
* To support the Sponsorship Manager, Event Coordinator, Junior Member Coach and Post Office Volunteer Leader
* To prepare regular reports from all Volunteer leaders and teams for Monthly meetings in line with Business Strategic Plan
* Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association.

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) for forms and details of fees etc.

* Issue yearly membership fee
* Keep accurate record of all membership payments
* Making contact with media contacts and developing and maintaining media relationships
* Being the communications contact person for Club members and media to gather and present articles
* Presenting regular articles for the Club newsletter and/or website
* Ensuring that weekly media information e.g. results is provided on time and is accurate
* Writing media releases to highlight key activities / stories about the Club
* Liaising with the Committee about media opportunities
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be organized
* have computer skills
* be a good communicator
* be able to keep confidential matters confidential

**Key Relationships**

* Committee and Members of Merbein Golf Club Inc.
* Local stake holders including Cabarita Inc
* Cabarita Community
* District Golfers
* MDGA
* Golf Victoria
* Mildura Rural City Council
* State and Government Funding Bodies
* Australian Institute of Sport – Coaching guidelines
* Mallee Sports Assembly
* Consumer Affairs Victoria
* Community including local schools, businesses and accommodation houses
* Victoria Liquor License Commission
* Merbein Recreation Reserve
* Department of Primary Industries

Treasurer

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Treasurer |
| **Reports to:** | President |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours:** | On demand, Monthly meeting on 2nd Monday of the Month at Merbein Golf Club Inc. |
| **Start date:**  | 5 August 2018 |
| **Term:** | One Year |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

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**Purpose**

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club‘s financial status to both the Committee and the Club members. To monitor and supervise Bar Manager, Course Maintenance Leader and Catering Manager for expenditure, stock take and government compliance purposes.

**Responsibilities**

* Provide advice to the Committee in their management of the Club finances
* Administer all financial affairs of the Club
* Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
* Ensure development and Committee review of financial policies and procedures
* Support any required auditing processes
* Receipt of all incoming monies
* Bank all monies received
* Pay all accounts
* Maintain accurate records of all income and expenditure
* Ensure that all receipts and payments concur with bank deposits and withdrawals
* Monthly financial reports – present at monthly Committee meetings
* Keep accurate record of all membership payments
* Be a signatory on Club account
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* good organizational skills
* has some financial expertise
* ability to maintain accurate records
* dedicated Club person
* honest/trustworthy
* computer skills
* good communication skills

**Essential**

* Receipt Books
* Invoice Book
* Cheque books
* Bank deposit book
* Receipt details slips
* Computer
* Club Stamps
* Calculator
* Prepaid Envelopes
* Accounting Book

**Key Relationships**

* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* MDGA
* Golf Victoria
* State and Government Funding Bodies
* Mallee Sports Assembly
* Consumer Affairs Victoria
* Australian Tax Office
* Local Business Suppliers
* Victoria Liquor License Commission
* Merbein Recreation Reserve
* Department of Primary Industries

BAR MANAGER

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Bar Manager |
| **Reports to:** | Treasurer |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | According to Liquor license hours. 11am on Competition Days. Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 Months |
| **Location:** | Merbein Golf Club Inc |

**About Merbein Golf Club Inc.**

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**Purpose**

The role of the Bar Manager is to be responsible for the Bar area, stock and Bar Income of the Club to allow the Committee to provide good governance. The Bar Manager is responsible to regularly report monthly on the Club‘s financial status from income and stock from the Bar. The Bar Manager is responsible for all persons in the Bar area according to the Victoria Liquor License & Gaming Commission

**Responsibilities**

* Act as the “meet and greet” attendant at selected Club events and functions
* serving and selling mixed drinks, bottled, canned and other alcoholic and non-alcoholic beverages
* cleaning and maintaining bar service areas
* collecting payment for sales and operating cash registers
* washing glassware and arranging bottles and glasses
* replenishing drink dispensers, shelves and refrigerators
* Purchasing and delivering bar stock including beverages and snacks with consultation from the Treasurer
* Preparing bar sales income reports and stock for monthly meetings
* Creating Bar roster and that Liquor License Regulations are followed with current documentation such as RSA Register is current and available
* To attend Liquor License training to maintain compliance with Liquor License regulations including current RSA
* To responsible for float at all times, for opening and closing of the Bar
* To be available for shifts for Bar Operation within Liquor License regulations, commencing at 11am on Competition Days Wednesday, Saturday and Sunday, and as requested for Social Function and Club Bookings.
* To complete and submit monthly report and attend quarterly meeting when required
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Actively looking for ways to help people
* Talking to others to convey information effectively.
* honest/trustworthy
* computer skills
* good communication skills
* good organizational skills
* has some financial expertise
* ability to maintain accurate records

**Key Relationships**

* Treasurer of the Merbein Golf Club Inc.
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* Golf Victoria
* Mallee Sports Assembly
* Local Business Suppliers
* Victoria Liquor License Commission

Maintenance Officer

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Maintenance Coordinator |
| **Reports to:** | Treasurer |
| **Remuneration:** | This is a volunteer position. |
| **Hours:** | Weekly tasks to be negotiated with Consultation from the Course Coordinator and Treasurer. Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc |

**About Merbein Golf Club Inc.**

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**Purpose**

The role of the Maintenance Coordinator is to keep a priority list of “odd jobs” and repairs required and to recruit members or externals to undertake work as needed. The role is to oversee the work, not necessarily to do it.

**Responsibilities**

* Develop and maintain a prioritized list of facility maintenance tasks needing to be done for display and sign up / recruiting purposes
* Recruit and encourage involvement of volunteer assistance to undertake tasks in their own time. Monitor progress and thank on completion
* Purchase or arrange for purchase of minor items to undertake work. Note that expenditure under $50.00 can be made without Committee approval but should be discussed with the Treasurer prior.
* Develop a schedule of regular maintenance items with the Committee e.g. fire extinguisher checks. List all items on an annual calendar and include in the to do list when required.
* To alert the Committee of any major works or repairs required for consideration
* To organize working bees if considered necessary.
* To complete and submit monthly report and attend quarterly meeting when required
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* Good at involving people and recognizing people for their support
* Can priorities and coordinate activities
* Good communication skills

**Essential**

* Annual planner for schedule of regular/annual maintenance tasks

**Accountability**

* The Maintenance Coordinator will liaise closely with and will be accountable to the Committee
* The Maintenance Coordinator will be required to discuss any purchase with the Treasurer
* In the case of expenditure, required exceeding the Treasurer’s delegation the Treasurer will seek Committee approval

**Key Relationships**

* Treasurer of the Merbein Golf Club Inc.
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* Golf Victoria
* Local Business Suppliers

CATERING MANAGER & First AId Compliance officer

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Catering Manager |
| **Reports to:** | Treasurer, event Coordinator, Secretary |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | On Call for functions and events as requested by Treasurer. Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The Catering Manager is to ensure that preparation of Food and equipment is in accordance with Occupational Health and Safety Requirements. To ensure that equipment at the Club in the kitchen areas are maintained with health and safety documentation.

**Responsibilities**

* Planning and organizing special functions
* Arranging the purchasing and pricing of goods according to budget
* Ensuring dining facilities comply with health regulations and are clean, functional and of suitable appearance
* Selecting, training and supervising Catering volunteers
* Restock first aid kits and check that supplies are in date.
* Keep a book where first aid supplies used are noted. Undertake a regular check.
* Keep a track of first aid supplies consumed.
* To complete and submit monthly report and attend quarterly meeting when required
* Check that safety equipment is in good condition e.g. stretcher, padding. Ensure that fire extinguishers undergo their regular maintenance check. Check that the treatment area is clean. Restock first aid kits and check that supplies are in date.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* Possess a current Food Handlers Certificate
* Actively looking for ways to help people
* Talking to others to convey information effectively.
* Motivating, developing, and directing people as they work, identifying the best people for the job.
* Familiar with all relevant rules and policies e.g. Health and Safety Policy etc.
* Approachable Supervisor and trainer of Catering Volunteers

**Key Relationships**

* Treasurer of the Merbein Golf Club Inc.
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* Golf Victoria
* Local Business Suppliers

Sponsorship Coordinator

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Sponsorship Coordinator |
| **Reports to:** | Secretary |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | . Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The Sponsorship Coordinator is the chief organiser of sponsorship arrangements for all sections of the Merbein Golf Club Inc. The Sponsorship Coordinator reports regularly to the Secretary and then submitted reports to the Committee.

**Responsibilities**

* Convene a group to assist with key tasks and timelines
* Review the current Sponsorship Package and be familiar with what the Club promises to sponsors
* Prepare a budget, monitor it carefully and report on it regularly
* Seek to raise funds each financial year in sponsorship funds for the Club
* Keep a proper record of sponsor details
* Send out a letter / email to current sponsors regarding their commitment including time frame
* Seek new Club sponsors and meet with potentials to outline what services they would value most
* Organize that signage be produced and erected on signing
* Maintain a Memorandum of Understanding with each Club sponsor
* Make sure sponsor representatives are met when attending club functions
* Liaise with the social Committee regarding sponsor invitations and special function calendars
* Give a report at regular meetings and when required
* Liaise with the Club Social Convener to ensure social events support our sponsors and, where appropriate, raise money for the Club
* Liaise with competition coordinators to ensure that sponsors get recognition
* To complete and submit monthly report and attend quarterly meeting when required
* Send out a thank you letter at the completion of the sponsorship and a sponsor survey to support planning for the following year.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be organized and professional
* be able to delegate and support a working group
* be personable and can present the Club and the virtues of being a sponsor
* be creative in looking at new ways to service and satisfy sponsors

**Key Relationships**

* Secretary of the Merbein Golf Club Inc.
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* Golf Victoria
* Local Business Suppliers

CAPTAIN & WELCOMING OFFICER

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Captain & Welcoming Officer |
| **Reports to:** | President, Committee , MDGA, Golf Victoria |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | Wednesday, Saturday and Sunday Monthly meeting on 2nd Monday of the Month at Merbein Golf Club Inc |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The role of the Captain / Welcoming Officer(s) is to make new and potential members, volunteers, and their networks feel welcome at the Club and to support them to learn the ropes and settle in. This will be achieved through induction, introductions, and provision of Club-related information.

The Captain / Welcoming Officer(s) will also support all members to feel comfortable to attend social functions by issuing verbal invitations and active encouragement to attend. The Captain / Welcoming Officer(s) will be called upon to play the “meet and greet” role at Club functions and events to help make people feel comfortable and connected to others.

If a member ceases their involvement with the Club without explanation, a Captain / Welcoming Officer will make contact to determine if everything is OK.

**Responsibilities**

* To record daily golfing results and to present trophies at the end of each competition
* To confirm that golf card and results are correct within the rules of golf in accordance with Golf Victoria and Golf Australia guidelines
* To be a member of the Match Committee in accordance with Association Rules along with the Handicapper and Vice-Captain
* Act as the “meet and greet” attendant at selected Club events and functions
* To arrange trophies when for Championships, Opens and weekly competitions
* Take new members through an induction and ensure that they have the information they need to settle in smoothly
* Provide new members with a Welcome Kit and take them through its contents
* Seek individuals who can continue to support newcomers e.g. peer support role / buddy system
* Ensure new members are included on newsletter and social event distribution lists
* Follow up with members who cease their involvement without explanation to ascertain if there were any issues that should be addressed
* Relay any issues or problems to the Committee as they arise.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be affable and friendly in approaching others
* be a person who can develop good relationships internally and externally
* enjoy the Club themselves and be enthusiastic about the Club and its activities
* be very accepting of all people and keen to develop a diverse member base
* be around the Club often so that people connect with the role
* attend social functions, Club activities to undertake the “meet and greet” role
* be a good listener and attuned to the interests of members and other interest groups
* be a good role model and a positive image for the Club be a competent public speaker

**Key Relationships**

* Committee and Members of Merbein Golf Club Inc.
* Local stake holders including Cabarita Inc
* Cabarita Community
* District Golfers
* MDGA &Golf Victoria
* Sponsors

Event coordinator

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Event Coordinator |
| **Reports to:** | Secretary |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | . Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The Event Coordinator is the chief organiser of Events and Social Activities arrangements for all sections of the Merbein Golf Club Inc. The Event Coordinator reports regularly to the Secretary and then submit reports to the Committee. The objective of this role is to increase the profile of the Merbein Golf Club Inc to attract new members and to help foster a family friendly environment for current members.

**Responsibilities**

* Convene a group to assist with key tasks and timelines
* Review the current Event and Social Activities and be familiar with what the Club promises to members and the Cabarita Community
* Prepare a budget, monitor it carefully and report on it regularly
* Seek to raise funds and increase awareness each financial year for the Club
* Keep a proper record of Event requirements with insurance and legal requirements for a safe and professionally run event
* Send out a letter / email to community contacts and stakeholders regarding their commitment including time frame
* Seek new Club contacts for fundraising and awareness activities and meet with potentials supporters to outline what services they would the club with
* Organize and co-ordinate with the Secretary the signage and promotion of events
* To complete and submit monthly report and attend quarterly meeting when required
* To create and liaise with the social Committee regarding special functions with a member calendar of events
* Give a report at regular meetings and when required
* Liaise with the Sponsorship Coordinator to ensure social events support our sponsors and, where appropriate, raise money for the Club
* Send out a thank you letter at the completion of the event to support planning for the following year.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be organized and professional
* be able to delegate and support a working group
* be personable and can present the Club and the virtues of being a sponsor
* be creative in looking at new ways to increase awareness at club and satisfy members

**Key Relationships**

* Secretary of the Merbein Golf Club Inc.
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* Golf Victoria
* Community in Cabarita and District
* Local Business Suppliers

VICE CAPTAIN & WELCOMING OFFICER

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | VICE CAPTAIN & WELCOMING OFFICER |
| **Reports to:** | Captain , |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** |  On demand, Monthly meeting on 2nd Monday of the Month at Merbein Golf Club Inc. |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc, |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The role of the Vice-Captain / Welcoming Officer(s) is to make new and potential members, volunteers, and their networks feel welcome at the Club and to support them to learn the ropes and settle in. This will be achieved through induction, introductions, and provision of Club-related information. The Vice-Captain role is to shadow the Captain in providing leadership and responsibility for the Club and to step into the Captains roles where needed

The Vice-Captain / Welcoming Officer(s) will also support all members to feel comfortable to attend social functions by issuing verbal invitations and active encouragement to attend. The Vice-Captain / Welcoming Officer(s) will be called upon to play the “meet and greet” role at Club functions and events to help make people feel comfortable and connected to others.

If a member ceases their involvement with the Club without explanation, a Captain / Welcoming Officer will make contact to determine if everything is OK.

**Responsibilities**

* In the event of the Captain/ Welcoming Officer not being unable to fulfill his/her duties, to step into that role
* In the absence of the Captain,, ensuring that they are daily competition are run efficiently and effectively
* Assist the Captain in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
* To be a member of the Match Committee in accordance with Association Rules, along with Captain and Handicapper
* To record daily golfing results and to present trophies at the end of each competition
* To confirm that golf card and results are correct within the rules of golf in accordance with Golf Victoria and Golf Australia guidelines
* Act as the “meet and greet” attendant at selected Club events and functions
* Take new members through an induction and ensure that they have the information they need to settle in smoothly
* Provide new members with a Welcome Kit and take them through its contents
* Seek individuals who can continue to support newcomers e.g. peer support role / buddy system
* Ensure new members are included on newsletter and social event distribution lists
* Follow up with members who cease their involvement without explanation to ascertain if there were any issues that should be addressed
* Relay any issues or problems to the Committee as they arise.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be affable and friendly in approaching others
* be a person who can develop good relationships internally and externally
* enjoy the Club themselves and be enthusiastic about the Club and its activities
* be very accepting of all people and keen to develop a diverse member base
* be around the Club often so that people connect with the role
* attend social functions, Club activities to undertake the “meet and greet” role
* be a good listener and attuned to the interests of members and other interest groups
* be a good role model and a positive image for the Club be a competent public speaker

**Key Relationships**

* Committee and Members of Merbein Golf Club Inc.
* Local stake holders including Cabarita Inc
* Cabarita Community
* District Golfers
* MDGA &Golf Victoria
* Sponsors

HANDICAPPER

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Handicapper |
| **Reports to:** | Captain and Vice-Captain, Committee , MDGA, Golf Victoria |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | Wednesday, Saturday and Sunday. Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary  |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The role of the Handicapper is to make new and potential members feel welcome at the Club and to support them to learn the ropes and settle in. To complete Handicapper duties using the Golf link systems in a timely manner. In the absence of the Captain and Vice-Captain to present daily trophies.

**Responsibilities**

* To review daily golfing results and to enter the players results in the golf link system and to print out a new list of amended handicaps for the following event.
* To record daily golfing results and to present trophies at the end of each competition if the Captain or Vice-Captain are unavailable
* To confirm that golf card and results are correct within the rules of golf in accordance with Golf Victoria and Golf Australia guidelines
* To be a member of the Match Committee in accordance with Association Rules along with the Captain and Vice-Captain
* Relay any issues or problems to the Committee as they arise.
* To complete and submit monthly report and attend quarterly meeting when required
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be affable and friendly in approaching others
* be a person who can develop good relationships internally and externally
* enjoy the Club themselves and be enthusiastic about the Club
* be around the Club often so that people connect with the role
* be a good listener and attuned to the interests of members and other interest groups
* Confident Computer skills to navigate Golf Link Handicap system
* be a good role model and a positive image for the Club be a competent public speaker

**Key Relationships**

* Captain and Vice-Captain
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* MDGA &Golf Victoria

MDGA DELEGATE

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | MDGA Delegate |
| **Reports to:** | Captain and Vice-Captain, Committee , MDGA, Golf Victoria |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | Monday MDGA Monthly meeting and Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The role of the MDGA Delegate is to attend monthly MDGA meetings and to communicate to and from via these meetings to the Committee updates and issues from the MDGA.

**Responsibilities**

* To attend monthly meetings of the MDGA and to communicate issues arising from the meetings and relay these to the Merbein Golf Club Committee and Captain and Vice-Captain.
* To complete and submit monthly report and attend quarterly meeting when required
* Relay any issues or problems to the Committee as they arise.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* be affable and friendly in approaching others
* be a person who can develop good relationships internally and externally
* be a good listener and attuned to the interests of members and other interest groups

**Key Relationships**

* Captain and Vice-Captain
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* MDGA &Golf Victoria

Junior member coordinator

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Junior Member Coordinator |
| **Reports to:** | Captain and Vice-Captain, Committee , MDGA, Golf Victoria |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The role of the Coach Junior Members entering golf and to support Community Coaches when delivering junior programs and events.

**Responsibilities**

* To follow good sports and play by the rules modules from the Australian Institute of Sport
* To complete and submit monthly report and attend quarterly meeting when required
* To adhere to Children Protection and Member Protection Policy when developing programs
* To support Community Coaches when delivery Junior Programs
* To inform Junior players with coming events including being familiar with the MY GOLF Junior Program.
* Relay any issues or problems to the Committee as they arise.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* Current Working with Children’s Check
* be affable and friendly in approaching others
* be a person who can develop good relationships internally and externally
* be a good listener and attuned to the interests of members and other interest groups

**Key Relationships**

* Secretary
* Community Coaches
* Committee and Members of Merbein Golf Club Inc.
* District Golfers
* MDGA &Golf Victoria

POSt office volunteer leader

**Position Summary**

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| --- | --- |
| **Position:** | Post Office Volunteer Leader |
| **Reports to:** | Secretary |
| **Remuneration:** | This is a volunteer position.  |
| **Hours:** | Attendance to Quarterly meeting. Preparation of monthly report submitted to the Secretary |
| **Start date:**  | 5 August 2018 |
| **Term:** | 12 months |
| **Location:** | Merbein Golf Club Inc. |

**About Merbein Golf Club Inc.**

Merbein Golf Club was formed in 1926. It developed the present site in the early 1970's by voluntary labour, and it is still maintained by volunteers. It has abundant native birdlife and with the membership not being over large, golfers can play anytime at very short notice

**Purpose**

The role of the Post Office Volunteer Leader is support current and new Post Office Volunteers according to Australia Post Community Post Office requirements.

**Responsibilities**

* To have knowledge of the operation of the Cabarita Community Post Office
* To complete and submit monthly report and attend quarterly meeting when required
* To train new volunteer regarding Australia Post Privacy guidelines
* To create and maintain volunteer roster
* To instruct volunteers with any changes that occur
* To support guests of the golf club regarding green fees, cart hire and membership questions
* Relay any issues or problems to the Committee as they arise.
* To follow the Fair Play Code Outlined in the Guiding Principles on Expected Standards of behavior for every person involved in sport and Recreation Victoria and to comply with any updates in the Member Protection Policy.

**Personal Attributes**

* Current Working with Children’s Check
* be affable and friendly in approaching others
* be a person who can develop good relationships internally and externally
* be a good listener and attuned to the interests of volunteers and other interest groups

**Key Relationships**

* Secretary
* Australia Post
* Cabarita Community
* Committee and Members of Merbein Golf Club Inc.
* District and visiting Golfers