



**SOUTH
EAST**

Secretary/Treasurer – Role Description

The South Eastern Group organises men's and boy's amateur golf events for Golf Unions affiliated to England Golf in the South East of England. Eleven county organisations are in the group: Bedfordshire, BB&O (Berks, Bucks & Oxon), Essex, Hampshire, IOW & CI, Hertfordshire, Kent, Middlesex, Norfolk, Suffolk, Surrey & Sussex. More information on the website:

<https://southeastgolfunion.co.uk/>

The Secretary/Treasurer role has traditionally been a volunteering role, but now includes a generous package reflecting its importance (currently £16,700). The role will generally work remotely/from home, except for meetings and the running of the events. There are no set hours but due to the seasonal nature of the job, the golf season will require more hours. July is a busy month! Some weekend and away from home working is necessary to manage events and meetings.

The Secretary/Treasurer is responsible for:

1. Organising and running five major SEG Championships, six Leagues and League Finals and three foursome qualifiers. This includes:
 - Seeking venues from the host counties.
 - Liaising with the venue to prepare for the event
 - Liaising with entrants/counties with regard to their participation in the event.
 - Transporting to, and setting up of, course furniture at the host event.
 - Hotel reservations for officials.
2. Organising regular meetings of the counties (currently February and November), preparing Agendas and Minutes, and dealing with action points from those meetings.
3. Maintaining the SEG website – including the recording of League Match Results.
4. Managing the SEG bank accounts, paying invoices, preparing invoices for Affiliation Fees and the cost of participation in events, keeping the books of account and presenting annual accounts to the Accounts Examiner and AGM.

Requirements:

- good IT skills including the use of Microsoft Office, Word & Excel.



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- an understanding of golf competition software. An understanding of Golf Genius would be an advantage, or essential to learn.
- Experience in golf is necessary. Knowledge of the Rules of Golf would be helpful.
- have a working knowledge of bookkeeping and accounts.
- strong and effective communication skills.....and a sense of humour!
- Good organisational and administrative skills.
- Understand the variable demands of the position and have a willingness to work flexible hours, including some weekends.