

Women's Golf Gold Coast Inc By-Laws

These By laws are read in conjunction with the Constitution adopted 1 February 2019 and Section 7.1 By-Laws

Operation of Management Committee

The membership of the management committee is the elected office bearers as per Rule 5.1 & 5.2 of the Constitution. They are:

President
Vice-President
Secretary
Treasurer

If the secretary is appointed as per Rule 4.1.3 this person is not a member of the management committee and is an ex-officio appointment.

In addition to the elected office bearers the management committee may appoint the following persons to be members of the management committee:

Junior Coordinator
Match Coordinator
Veterans Coordinator
Web Coordinator

and any other functional coordinator dependant on the requirements of the association from time to time. These coordinator roles are accompanied by a position description to provide clarity to the role and guide the elected management committee members in the appointment. The process of appointment to a coordinator role would be agreed to prior to seeking expressions of interest.

A coordinator so appointed may also chair a co-opted sub-committee to assist them in their coordination duties. Members of sub committees will be approved by the Management Committee prior to appointment.

The appointment or reappointment of a coordinator position is renewed each year at the first Management meeting following the Annual General Meeting and Councillors advised by email.

Honorariums

Elected Office bearers and designated Junior, Match, Veterans and Web Coordinator will be paid an honorarium. The amount of the honorarium for each position will be determined by the Management Committee in conjunction with the Treasurer and will be approved at the January meeting of Councillors.

Position descriptions

Elected Office Bearers and appointed coordinators have a position description for their role. These can be revised at the discretion of the management committee.

President – position description

The President is to provide the principle leadership and have strategic responsibility for Women's Golf Gold Coast Incorporated. The President should ideally have the following attributes.

Essential attributes:

- Possess well-developed interpersonal communication skills both oral and written.
- Possess strong networking, negotiation, organisation and presentation skills.
- Ability to work collaboratively with Council and Committee Members.
- Able to provide oversight and policy direction and develop good working relationships both internally and externally.
- Eligibility to hold a *Working with Children* Blue Card
- Be a good listener and attuned to the interests of members and interest groups.
- Be a good role model and a positive image for the WGGC in representing the Association in other forums (e.g. Qld golf delegate meetings)
- Maintain confidentiality as required

Desirable Attributes

- Have demonstrated planning skills and business acumen.

Specific duties include but are not limited to:

- Chair Council and Management Committee meetings ensuring that they are run efficiently and effectively.
- Work closely with the Secretary to ensure regular and systematic communication with Councillors, Presidents and Captains of the member Clubs, other district golfing associations and Golf Queensland.
- Be familiar with the requirements of the WGGC Constitution, all WGGC activities and in particular the golf competitions managed by WGGC.
- Lead 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 WGGC.
- Be cognizant of the financial accounts and ensure that expenditure is in line with budget estimates.
- Ensure with the Secretary that the strategic plan is current and that goals and objectives are realised which enhances the operations of the WGGC.
- Ensure the Management Committee appoints the selection panels for Qld Inter-district Championship (Meg Nunn) and Junior Jug and endorses the appointment of captains and managers of the teams.

- Consult with Management Committee members on their roles as to how they are progressing and help them to optimize their contribution as required.
- Work with the Committee to ensure that the necessary skills are represented on the Management Committee and that a succession plan is in place to help find new Committee members when required.
- Review matters of governance that relate to the structure of the WGGC Inc. and its role and relationship to its affiliated Clubs.
- Act as a signatory for the Association in all legal and financial purposes.
- Be an ambassador for women's golf and spokesperson for the Association.

Vice-President – position description

The Vice-President will work collaboratively with the President in providing leadership and strategic direction for Women's Golf Gold Coast Incorporated.

Essential attributes:

- Possess well-developed interpersonal communication skills both oral and written.
- Good networking, negotiation, organisation and presentation skills.
- Eligibility to hold a *Working with Children* Blue Card
- Able to work collaboratively with Council and Committee Members.
- Be a good role model and a positive image for WGGC in representing the Association at the various competition events.
- Maintain confidentiality as required

Desirable Attributes

- Have demonstrated planning skills and business acumen.

Specific duties include but are not limited to:

- Provide support to the President at Council and Management Committee meetings to build an effective Association.
- Fill in as Chair where necessary and fulfil the responsibilities required of the Chair.
- Be well informed of all WGGC activities and in particular the golf competitions managed by WGGC.
- Monitor the team selection and appointment of captain and manager for the Junior Jug and Meg Nunn teams.
- Assist as required 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 WGGC.
- Keep current with all government and Golf Qld grants.
- Have a working knowledge of the Constitution of the Association.
- Act as President if and as required and this acting position will be endorsed by the Council.
- Serve as a spokesperson for the Association if required.

Secretary – position description

The Secretary is responsible for sound administrative support by providing relevant documentation and effectively communicating the activities of Women's Golf Gold Coast Incorporated (WGGC). The secretary is the primary administration officer of the Management Committee and Council and provides the links between the Committee and the member clubs. The Secretary should have the following attributes:

Essential attributes:

- Administration experience and well-developed organisational skills.
- Good interpersonal communication skills both oral and written and ability to work cooperatively in a team environment.
- Good IT skills and able to manage cloud account and use excel.
- Eligibility to hold a *Working with Children* Blue Card
- Maintain confidentiality on relevant matters.

Highly desirable attributes:

- Able to edit WGGC web page if required.
- Sport and or event management experience.
- Golfing background as a player or club administrator.
- Commitment to the development of golf for women and girls.

Specific duties include but are not limited to:

- Work closely with the President and Management Committee to ensure the smooth functioning of WGGC and effectively manage and maintain the WGGC records in *the Cloud*.
- Working with the Web Coordinator to ensure that the Women's Golf Gold Coast website is current with latest events and maintain social media sites.
- Manage the WGGC Contact database and Vets Life Membership database.
- Assist the Management Committee in providing systematic communication from the Committee to its affiliated members and other relevant stakeholders.
- Develop meeting agendas in consultation with the President and other Committee members for distribution prior to the meeting as required by the WGGC Rules.
- Manage Minutes of Council and Management Committee meetings and ensure minutes are distributed to members in a timely manner.
- Manage the general correspondence of the Council and Committee except for such correspondence as assigned to others.
- Is familiar with the Constitution and ByLaws of the association and ensures that the WGGC abides by the administration requirements therein and that the records of the Association are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Council and Committee members, the Minutes, financial reports, and other official records.
- Ensure that Management Committee members complete as required and application for a *Working with Children* Blue Card. The Secretary shall also be

the nominated person to receive and file relevant Police Check records or Working with Children documentation.

- Ensure that the Association complies with the Association Incorporation Act and completes the Annual return of association to the Office of Fair Trading.
- Be a signatory to the Association accounts.

Treasurer – position description

The Treasurer is responsible for the financial supervision of Women's Golf Gold Coast (WGGC) and will assist the Council and Management Committee in effectively managing the finances. The Treasurer will regularly report on the financial status of WGGC.

Essential Attributes:

- Good organisational skills
- Financial understanding of accounting procedures
- Honest/Trustworthy
- Able to allocate regular time to maintain the accounts
- Knowledge of MYOB or equivalent accounting software
- Good communication skills
- Maintain confidentiality as required
- Eligibility to hold a *Working with Children* Blue Card

Desirable Attributes

- Able to understand and learn accounting software such as MYOB
- Able to develop and maintain cost centre accounting practices for budget monitoring

Specific duties include but are not limited to:

- Administer the financial affairs of Women's Golf Gold Coast Incorporated
- Provide advice to the Management Committee and Council in their management of the WGGC finances
- Be the lead signatory on the WGGC account
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Management Committee for Council approval
- Provide Golf Australia (Qld) with the district fee affiliation fee for clubs
- Arrange the annual auditing of accounts and produce the annual financial report
- Ensure player entry fees received match event registrations and monitor budget
- Maintain accurate records of all income and expenditure
- Prepare quarterly financial reports for the Management committee
- Keep accurate record of all affiliated Club payments deposited by GA (Qld)
- Arrange and despatch tax invoices as required
- Liaise with the Secretary in completing the Annual Return to Office of Fair Trading

Pennant Coordinator – position description

The Pennant Coordinator along with the Match Committee will oversee, establish and maintain Business Women's and Mid-Week Pennant games. She will have a strong working relationship with all Committee Members and advise the Secretary of all relevant communications to ensure WGGC records are updated.

Essential attributes :-

- develop and maintain Pennant competitions
- display good communication and interpersonal skills
- hold a positive notice blue card to work with children
- maintain confidentiality on relevant matters
- ability to work with excel and word
- be proficient with the rules of golf
- promote Pennant and district competitions with club representatives and officials

Specific duties included but not limited to :-

After all final matches prepare a draught of the following years matches with club contacts, either captains or administration staff.

Email clubs requesting confirmation to host one Pennant match offering alternate dates and times if required.

Include Secretary in all emails pertaining to Pennant events.

Reply to all emails with thanks for their generosity.

Request prices for carts, preferences for lunches tee times and the supply of starters marshals and or spotters

Keep all Committee Members informed of progress throughout the interval prior to final formation of teams.

With the Match Coordinator and Management team, update conditions of play, hard card, captains' handbook and captains responsibilities.

Communicate regularly with other Match Committee members and Management Team members, maintain and update golf genius procedures and changes.

Halfway through the year request potential players from all clubs advising the current pennant procedures.

Commence allocation of teams in conjunction with Match Committee members.

Update GA handicaps on designated date and advise clubs of divisions. Confirm cart hire and lunch costs with clubs.

At each match attend prior to tee off. In the case of rolling start either assist or conduct the starts handing out cards where applicable.
During each match spend time marshalling and assisting with rulings etc.
Be present as players finish their match and enter scores on sheets provided and in the golf genius portal. Complete scores at the end of each match and update website with result.

Settle any disputes as promptly as possible. If the ruling is not obvious, consult alternate match committee members prior to making a decision and advise all players concerned of the outcome.

At the end of the season advise president and secretary of the preparations for final presentation and attend after finalising scores for the winning teams.

Junior Coordinator – position description

This person will have overall responsibility for establishing and maintaining relationships on behalf of the WGGC with coaches of junior players, club development programs and Golf Qld and private junior golf foundations and schools.

Essential attributes

- Eligibility to hold a *Working with Children* Blue Card
- A current or former golfer with a good understanding of the game of golf
- Good communication skills and an ability to pass on knowledge to junior female golfers and their parents
- Maintain confidentiality as required

Desirable attributes:

- Working knowledge of junior golf development programs and events at Club, District and State level
- Understanding of and reasonably proficient in the Rules of Golf
- Worked with children and have a knowledge of the motivation and socialisation factors of the junior female athlete

Specific duties include but are not limited to:

- Attend where possible Junior Classic events run by individual clubs and Golf Qld
- Compile and maintain a Junior database for all Junior players in the District
- Make available a calendar of events for both Golf Qld and WGGC
- Coordinate events for Junior players under jurisdiction of WGGC:
 - i) Downs & South West versus Gold Coast District
 - ii) Junior District & Open Championships
 - iii) Junior Jug – on District rotation
 - iv) Annual ranking points score
- Develop and maintain a list of funding available for junior golfers
- Nominate and organise the selection of junior players to represent WGGC, and for scholarship or sponsorship support with the Academy of Sport, Hills School, Greg Norman Foundation, Golf Qld and other related bodies

- Organise with the secretary team travel and accommodation arrangements and uniform for Junior Jug as required
- Liaise with the Match Coordinator and other sub committee members to book trials and practice arrangements for team events
- Liaise with the President and Management Committee in the appointment of the team manager, captain and caddies for the Junior Jug team
- Represent the WGGC at events such as the Academy of Sport Golf Program and Greg Norman Junior Masters
- Be familiar with the detailed Junior Handbook as relates to specific events such as set out above. The Handbook will be an addition to the Position Description

Match Coordinator – position description

This Match Coordinator will have overall responsibility for establishing and maintaining relationships on behalf of WGGC with the District membership in devising a program of events with participating Golf clubs within the district.

Essential attributes

- Ability to develop and maintain well-managed District golf competitions as set down in the District calendar.
- Good communication and interpersonal skills
- Eligibility to hold a *Working with Children* Blue Card
- Maintain confidentiality on relevant matters.
- Proficiency in excel and able to manage cloud account

Desirable attributes:

- Understanding of and reasonably proficient in the Rules of Golf.
- Ability to promote the District competitions in conjunction with the Web Coordinator

Specific duties include but are not limited to:

- The preparation of the event which includes identifying participating courses and organising the promotion of the event which may include cart hire, lunch, trophies, and prizes.
- Communication, liaison and networking with District Golf Clubs and being familiar with courses and venues as to their suitability in meeting the requirements of the District competitions.
- Working with the Secretary in planning the yearly calendar and booking the required courses.
- Establishing and encouraging participation in the match sub-committee whose aim is to create a friendly and enjoyable environment at District events.
- In conjunction with the Secretary purchase suitable trophies and prizes and keep an account of expenditure.
- Develop and maintain a Profit and Loss report for each event and provide a transparent report of each event to the Council.
- With the Secretary ensure that the District database is current with appropriate contact details.

- Be familiar with the detailed Match Handbook as relates to specific events such as Pennant, Sir Bruce Small, Champion of Champions, etc. The Handbook will be an addition to the Position Description.

Veterans Coordinator – position description

This person will have overall responsibility for establishing and maintaining relationships on behalf of the WGGC with the Veterans membership and devising a program of events with participating Golf courses within the district.

Essential attributes

- Ability to develop well managed entertaining golf days for the Veterans competition that are appropriately priced
- Good communication skills and an appreciation of the wants and needs of the over 50s female market and the changing demographics and needs of the target market
- Be forward thinking and ready to grasp new opportunities such as sponsorship
- Eligibility to hold a *Working with Children* Blue Card
- Maintain confidentiality as required

Desirable attributes:

- Understanding of and reasonably proficient in the Rules of Golf
- Ability to promote the Veterans competition as a healthy lifestyle activity

Specific duties include but are not limited to:

- The preparation of the event which includes identifying participating courses and organising the promotion of the event which involves cart hire, two course lunch and raffles on the day with prizes and competition awards
- Communication, liaison and networking with District Golf Clubs and being familiar with courses and venues as to their suitability in meeting the requirements of the Veterans competition programme
- Working with the Secretary in planning the yearly calendar and booking the required courses and delivering the event on game day
- Establishing and encouraging participation in a veterans sub-committee whose aim is to create a friendly and enjoyable environment at veterans events
- Purchase winner's circle and raffle prizes and keep an account of expenditure
- Develop and maintain a Profit and Loss report for each event and provide a report of each event to the Council
- With the Secretary ensure that the Life Membership data base is current with appropriate contact details
- Be familiar with the Veterans Handbook, which will be an addition to the Position Description.

Web Coordinator – position description

This person will have responsibility for maintaining and supporting WGGC's on-line presence. The main focus is to ensure the information on the website is current and that the domain name continues to be registered.

Essential attributes

- Knowledge of web site editing and appreciation of setting up events with on-line registrations and payment.
- Good communication and interpersonal skills as this person will work closely with the Match Coordinator and Veterans Coordinator in posting events on the website and the Treasurer in managing payments and refunds.
- Eligibility to hold a *Working with Children* Blue Card
- Background in meeting deadlines for loading material onto the website.
- Maintain confidentiality on relevant matters.

Desirable attributes:

- Ideally previous experience in website editing and back office management

Specific duties include but are not limited to:

- In conjunction with the web provider (if required) create new content for the WGGC site while managing the existing pages.
- Work closely with the designated coordinators to post district events on the website with the relevant registration details as required.
- Manage all web registrations and payments.
- Provide a database list of event registrants to the relevant coordinator.
- Act as the Webmaster for the web@wggc.com.au address and communicate with all registered members of the website as required.
- Manage the Facebook account with the secretary.
- Keep abreast of current registration techniques for sports events and in particular golf.