

West Gippsland District



President Duties

- Actively participate in the running of the WGVGA to ensure it is a welcoming and inclusive association in line with our constitution and State legislation.
- Convene and chair association meetings as required. Chair AGM
- Ensure duties by other committee members are carried out as per listed expectations and in a respectful and dutiful manner.
- Assist in the development of annual calendar; participate in the development of the 10 year plan.
- Actively seek sponsorships from different businesses / entities and help in the setting of event and annual membership cost.
- Actively participate and represent the District in State and other districts events.

Secretary Duties

- Receive / send correspondence from all sectors of Veterans golf.
- Prepare and distribute monthly 'flyer' for each WGVGA event.
- Arrange events with other Zones with District secretaries
- Record minutes of meetings held within district.
- Manage the 10 year event calendar and liaise with club delegates and clubs to book the following year's events. Arrange printing of ANNUAL MEMBERSHIP CARDS
- Arrange for the flow of information to veterans and the storing of relevant information in hard copy or electronic form
- As the Public Officer, provide an annual statement, manage and maintain records pertaining to the Victoria Consumers Affairs as per legislation

Treasurer Duties

- Manage bank accounts, including all cheques, payments and income from membership and sponsorships. Purchase trophy vouchers when required for any event held within our district
- Keep accurate records of membership and renewal status for all club members.
- Balance the books at the end of each month as per bank statement.
- Pay affiliation fees to VVGA and all approved fees to external providers such as website, printing and event fees.
- Provide accurate status and recommendations to the AGM regarding income and expenditure for the current and following year.

Captain Duties

- Maintain records of monthly voucher winners and inter-zonal trophy winners
- Maintain accurate records of aggregate trophy scores for current year for presentation at completion of scheduled events.
- On the completion of all district events, check and collate results ready for presentation within 30 minutes of completion of play.
- Be the Match & Play decision maker for any disputes and ensure all events are run to the rules of golf.

- Ensure succinct presentations on completion of events in conjunction with other committee members.
- Liaise with other districts for representation from WGVGA to ensure State and inter-zonal events are well attended.
- Load results into our WEBSITE at the completion of every event
- Maintain accurate records of CHAMPIONSHIPS and Zone Challenge Events

Delegate Duties

- Receive annual Subscriptions from his /her club members and provide the list of current financial members to the Treasurer / secretary, including membership payments.
- Actively encourage participation of eligible club members in the WGVGA District.
- Distribute monthly 'flyer' / information regarding local, State and inter-zonal WGVGA events.
- Arrange MEMBERSHIP CARDS to all club players who are financial members for the current year
- Assist club members in navigating the WEBSITE to ensure all current information is available to all his / her members. Alternatively print flyers and place information on noticeboards in the clubhouse.
- Actively assist in the sourcing of sponsorship entities / companies
- Attend Delegate meetings as arranged by the WGVGA from time to time.
- Ensure all new members fill their forms correctly and provide all required information and pass on information and payment to the Treasurer
- Provide the WGVGA Captain with the list of players taking part in local, inter-zonal and state events. The information needs to include name, GLN and cart sharing details and needs to be supplied by the due date.
- The DELEGATE is accountable for the running of the event allocated to his / her club and includes the arrangement of catering, starters and scorers, the collection of money and ensuring the course is booked to the WGVGA.
- Discuss with Secretary any issues regarding potential deferral or cancellation of events as soon as it becomes known in order to arrange and communicate changes. Changes may be the result of weather, course conditions and event date clashes.
- Arrange for scores to be entered into GOLF LINK ASAP unless it is done prior to presentation.
- Carry out functions allocated to the Delegates as it may arise from time to time.