



JOB DESCRIPTION	
Job Title:	Club Delegate
Term of Office:	Ideally 3 year's minimum, maximum 5 years; appointed by your Club
Accountable to:	Club Ladies' Committee and Hampshire Ladies Golf Board
Purpose:	
<ul style="list-style-type: none"> • To ensure effective two-way communications between England Golf (EG) /Hampshire Ladies Golf (HLG) and your Club • To represent your Club's views at HLG County Delegates' meetings • To be responsible for disseminating all EG and HLG correspondence 	
Responsibilities:	
<ul style="list-style-type: none"> • Advise HLG of any changes to the name and contact details of the Club Delegate and Club General Manager/Secretary to ensure continuity of communication • Attend and represent the views of your Club at HLG Club Delegates' meetings and the HLG AGM and vote on behalf of your club, as required • If required, attend and/or assist at EG and HLG events held at your Club • Regularly report HLG County matters to your Ladies' Section; ensure a sound familiarity of the HLG website, signposting key dates and items of interest in a timely manner • Publicise upcoming HLG competitions and events and encourage your members to participate; publish key events on your Club Notice Boards and through your internal newsletters and social media channels • Provide adhoc management information on your Ladies' Section, such as membership numbers and handicaps, as required by the HLG Board • Communicate start times for HLG County Competitions to your Club players, by the most appropriate means, as soon as possible once the draw has taken place • Ensure that your eligible seniors (aged 50+) and veterans (aged 60+) are made aware of the various HLG seniors/veterans' competitions and friendly matches • Ensure that your eligible junior and intermediate girls are made aware of County Junior/Intermediate competitions and events • Draw your Lady Captain and team captains' attention to deadlines for HLG club knockout competitions, and club entries for the Hull Shield and Centenary Foursomes 	
Preferred Experience:	
Should: <ul style="list-style-type: none"> • have experience in golf and be enthusiastic about promoting EG and HLG initiatives • be able to relate to people and be prepared to help new members • be able to attend your Club regularly to ensure correspondence is kept up to date • be IT literate and have email access; social media access is also desirable 	
Finances/Expenses:	
<ul style="list-style-type: none"> • At the discretion of the appointing Club 	