



JOB DESCRIPTION

Job Title:	County Administrator
Term of Office:	For such period as the Board sees fit
Accountable to:	Hampshire Ladies Golf Ltd (HLG) Board
Purpose:	
<ul style="list-style-type: none"> • To manage the administrative affairs of HLG Ltd including the organisation of meetings and the efficient upkeep of HLG records and County correspondence • To act as the focal point for communications between club delegates and HLG Board including overall management of information published on the HLG website 	
Responsibilities:	
<ul style="list-style-type: none"> • To work with the County Captain to arrange and organise a workable schedule of dates for HLG Board meetings, Club Delegates meetings and the HLG Annual General Meeting <p>HLG Board & Club Delegate meetings</p> <ul style="list-style-type: none"> • Liaise with the County Captain to set the agenda and circulate 10 working days in advance of each meeting • Prepare attendance lists for signature, take minutes and compile an accurate record of decisions (RoD) within 10 working days of each meeting • Circulate RoD to HLG Board members and/or Club Delegates once approved by County Captain; publish on HLG website (when appropriate) <p>HLG Annual General Meeting (AGM)</p> <ul style="list-style-type: none"> • Circulate the AGM notice 20 working days in advance; publish on HLG website • Liaise with the County President and Captain to prepare the AGM agenda and agree the running order; circulate AGM agenda 10 working days in advance • Prepare the AGM administrative arrangements and invite new Board members /Appointed Officers to the HLB Board prior to the AGM • Compile AGM minutes for County President’s approval within 15-20 working days of AGM; publish on HLG website <p>Extraordinary General Meetings (EGM)</p> <ul style="list-style-type: none"> • In the event of an EGM being called, organise a date and venue and liaise with County President and County Captain to agree the agenda and running order • Circulate agenda 10 working days in advance and prepare voting slips (as required) • Compile EGM minutes for County President’s approval within 15 working days of EGM; publish on HLG website 	

Communication with Delegates

- Maintain club delegates mailing list, ensuring the list is up to date
- Provide regular and timely updates to Club Delegates, encourage feedback and promote effective communication between delegates and their members, using appropriate communication channels

Information Management

- In conjunction with the County Website & Media Officer (and other HLG website updaters) ensure the HLG website content is relevant and up to date.
- Co-ordinate the production of management information to support HLG decisions in conjunction with other Board members
- Ensure HLG's ongoing GDPR compliance and annual Privacy Statement review

Other Administrative Duties

- Maintain regular contact with the Channel Islands & Isle of Wight (CI & IoW) representatives and the HLG Media Officer and ensure they are kept abreast of HLG relevant matters
- In conjunction with the County Media Officer, ensure the HLG website remains up to date and well-signposted
- Maintain relevant County files, the County archives and contact details for HLG Board members, Appointed Officers and Club Delegates
- Deal with all HLG correspondence, flagging key matters to appropriate HLG Board members/Appointed Officers and Club Delegates
- Update EG information sheets and return by due date when required
- Attend EG County Secretaries' meeting, where possible
- Working with Finance Director and Team Captains, keep stock of HLG officials' badges and stock of County Champion Armada dishes and organise embroidery on items for County President/Captain

County Fixtures:

- Be available to attend HLG events if required, assisting (where necessary)

Finances/Expenses:

- Account for and claim expenses in accordance with the HLG Expense Policy
- Review and sanction expenses for Appointed Officer reportees and submit to Finance Director for payment