



JOB DESCRIPTION	
Job Title:	Fixtures Secretary
Term of Office:	3 Years
Accountable to:	Competitions Director
Purpose:	
<ul style="list-style-type: none"> To organise a comprehensive fixtures list for all HLG County competitions, including the County Championships, preferably at least two years in advance To book dates and venues for all Hampshire hosted regional ladies golf fixtures 	
Responsibilities:	
<ul style="list-style-type: none"> Attend HLG Board meetings, as required Meet with the Competitions Director in the first quarter of the year to plan the venue and event calendar for the following year; finalise by end June Attend Competitions Sub-Committee meetings to ensure that a co-ordinated approach is enacted with all relevant personnel with events and fixtures. Keep the Competitions Director, County Secretary, and Media Officer regularly updated on fixtures planning developments to ensure a coherent approach Ensure that the annual Fixtures List is updated onto the HLG website and other social media channels, and any changes are made in a timely fashion Maintain regular contact with the Competitions Director to keep abreast of HLG issues and initiatives 	
County / Regional Fixtures:	
County:	
<ul style="list-style-type: none"> Make initial contact with potential host Club management to discuss the basic competition requirements, including anticipated number of tee times based on previous year's entry, whether catering is required and facility fee; and request a favourable date Once a venue is secured, inform the Competitions Director and then confirm the booking in writing and ask the host Club management to also confirm 	
Regional:	
<ul style="list-style-type: none"> Event(s) will be pre-assigned by EG. Agree with Competitions Director & HLG Board where the fixture(s) should be held, based on the 10-year plan where possible Ensure that there is an accurate and up to date 10-year Regional Venue plan Contact Club Management to outline proposed event, agree date(s) and facility fee Visit host Club with Competitions Director to agree details Liaise with Competitions Director to assign responsibilities and organisation of the event 	
Finances/Expenses:	
<ul style="list-style-type: none"> Account for and claim expenses in accordance with the HLG Expense Policy 	