



JOB DESCRIPTION	
Job Title:	Governance Director
Term of Office:	3 Years
Accountable to:	Hampshire Ladies Golf (HLG) Ltd Board
Purpose:	
<ul style="list-style-type: none"> • To ensure that HLG complies within the law and meets its minimum requirements and legal obligations • To understand the legal environment and ensure there are appropriate policies, procedures and processes in place to meet our legal requirements • To ensure that a positive, dynamic culture is in place for effective, transparent decision making. 	
Responsibilities:	
<ul style="list-style-type: none"> • Attend and present at HLG Board meetings • Attend Club Delegates' meetings and HLG AGM • In consultation with the Safeguarding Officer, oversee the implementation and maintenance of Safeguarding and Child Protection policies and procedures, in line with EG policies. • In consultation with the Safeguarding Officer, arrange for DBS checks for anyone engaged in 'regulated HLG activity' and take references for anyone working with children or vulnerable adults in any capacity • Work with the Junior & Intermediate Golf Director (JIGD) and Safeguarding Officer to ensure that appropriate Codes of Conduct are in place for volunteers and that guidelines are communicated to parents • Drive HLG's continuous improvement agenda and maintain a HLG Business Plan with core functions, key priorities, values and risk register • Assist the County Captain with the recruitment of new HLG Board members and keep HLG Board members' job descriptions updated and published on HLG website • Maintain regular contact with the Safeguarding Officer to ensure she is kept abreast of relevant HLG matters; back-brief key information from meetings as appropriate 	
County Fixtures:	
<ul style="list-style-type: none"> • Be available to assist (as necessary) with the running of County competitions • Attend County Match Week (CMW), Junior CMW and as many other HLG events as possible 	
Finances/Expenses:	
<ul style="list-style-type: none"> • Account for and claim expenses in accordance with the HLG Expense Policy 	