

NEW SOUTH WALES VETERAN GOLFERS ASSOCIATION

POLICY No.1

Function of Group Secretaries

Introduction

To assist the Executive Committee in the management of the affairs of the NSWVGA, Group Secretaries are requested to perform the following functions

Functions

- 1) To act as the main communication link between the NSWVGA Executive Council, the NSWVGA Secretary and Veteran Clubs and members.
- 2) To act as Group Delegate who is eligible to vote at the Annual General Meeting of NSWVGA or any General Meeting conducted during the year. Should the Group Delegate be unable to attend any such meeting an alternate Delegate should be elected.
- 3) To service clubs within the respective Groups by distributing all information from NSWVGA. E.g. Minutes, Reports, Tournament information and to publicise events within the Groups by supplying information to webmaster@nswvga.com.au
- 4) To collect affiliation fees from the clubs within the respective Groups and forward same to NSWVGA Treasurer
- 5) To provide NSWVGA Secretary with names, phone numbers and email addresses of Club Secretaries within the Group
- 6) To keep a current register of all affiliated members of the Group: First Name, Last Name, Home Club (the Club controlling the Golf Link handicap), Golf Link Number. This list will form the NSWVGA members' register and should be regularly updated by Group Secretaries on the NSWVGA Members website, to which each is given access. Assistance can be provided by the NSWVGA Webmaster.
- 7) To be familiar with and support all Veteran golfing activity within the Group.
- 8) Affiliation Fees should be paid IN ADVANCE by each club to the Group Secretary who will then pay the total subscription to the NSWVGA Treasurer
- 9) NOTE: Financial membership is deemed to commence on 1 October each year and finish on 30 September the following year with all fees payable BEFORE 31 December of the current year.

Ian Vidler
President NSWVGA Inc.
31 May 2020.

Aileen Williams
Secretary NSWVGA Inc.