

# 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.  
The Group Secretary to encourage Club Secretaries to look up NSWVGA website for Minutes, Reports, Tournament Information, and to publicise events within the Group and supply to the webmaster@nswvga.com.au
- 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 collect affiliation fees from the clubs within the respective Groups that do not direct deposit to the NSWVGA Treasurer.
- 4) To provide NSWVGA Secretary with names, phone numbers and email addresses of Club Secretaries within the Group.
- 5) 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.
- 6) To be familiar with and support all Veteran golfing activity within the Group.
- 7) The membership year of the NSWVGA runs from 1 January to 31 December and all affiliation fees for the ensuing year are due and payable in advance by 31 December.

*John Daley*  
President NSWVGA Inc.  
10<sup>th</sup> April 2024

*Aileen Williams*  
Secretary NSWVGA Inc.  
10<sup>th</sup> April 2024