

NEW SOUTH WALES VETERAN GOLFERS' ASSOCIATION Inc

POLICY No.1

Functions of Group Secretaries

Introduction

Group Secretaries are an integral part of NSW veterans' golf. They are the link between the Executive Council and veteran groups within a specific geographic area.

FUNCTIONS

- 1) To overview, plan and initiate events in their Group for the benefit of the club veteran golfers.
- 2) To act as the main communication link between the NSWVGA Executive Council, the NSWVGA Secretary and members of local veteran clubs. This includes emailing all NSWVGA and Group meeting minutes and newsletters.
- 3) To be aware of Open Days in their Group and ensure that these events are promoted to the veteran clubs in their Group and post the results on the NSWVGA News website.
- 4) Foster and promote club events in their Group with the help and support of the NSWVGA.
- 5) Organise and run at least two Group meetings a year, one of which should be an AGM.
- 6) 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 may be elected.
- 7) ***To promote the benefits of NSWVGA membership to local members. Membership can either be collected at Group and club level depending on circumstances and includes updating the Members' Register to show current membership.***
- 8) To provide NSWVGA Secretary with names, phone numbers and email addresses of Club Secretaries within the Group to maintain an up-to-date Group and Club section on the webpage.
- 9) To keep an up-to-date register of all local NSWVGA members of the Group, including first name, last name, and home club (the Club controlling the Golf ID Number). The Group Secretary is to transfer this list to the NSWVGA Members' Register. Access and assistance to the NSWVGA Members Register will be provided by the NSWVGA Webmaster or NSWVGA Executive Councillor on request.
- 10) To ensure that membership money is forwarded to the NSWVGA Treasurer in a timely manner of no more than three weeks between receipt and lodgement with NSWVGA.
The members register must be upgraded to show the latest changes.
- 11) All financial NSWVGA members are welcome to play with any vets group throughout NSW but because of the field size constraints on some city

courses the veteran wishing to play a city course should contact that city group on the phone numbers supplied on the public website under groups and clubs.

John Daley
NSWVGA President
04 February 2026

Aileen Williams
NSWVGA Secretary
04 February 2026