

# NEW SOUTH WALES VETERAN GOLFERS ASSOCIATION

## POLICY GUIDELINE - No.1

### Function of Group Secretaries

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

- (1) To act as the main communication link between the NSWVGA Secretary and Veteran Clubs and Members.
- (2) To act as Group Delegate, or ensure the election of Delegates within their Group, to vote at the Annual General Meeting of the NSWVGA which is held in November each year, or at any other General Meeting held during the year at which the elected Delegate, who is eligible to vote pursuant to Rule 4.3 of the NSWVGA Constitution is unable to attend.
- (3) To service clubs within their respective Groups by distributing all relevant information from NSWVGA e.g. The distribution of Minutes, Reports, Newsletters, and Tournament information, and to publicize events within their Groups where applicable, by supplying information to the Webmaster responsible for maintenance of the NSWVGA Website at ([www.nswvga.com.au](http://www.nswvga.com.au)).
- (4) To collect affiliation fees from the clubs within their respective Groups and forward same to the NSWVGA Treasurer, along with a list of separate club contacts (e.g. Secretaries) so that membership books can be distributed as early as possible in the New Year. Note: If you wish to have these books sent to the individual Clubs, please provide the relevant mailing information.
- (5) To provide the NSWVGA Secretary with all information that is required for the membership booklet for the ensuing year including the names and phone numbers, and email addresses of Club Secretaries. This information is required before the first week in November, and failure to meet this deadline will result in the failed Group having outdated information distributed to all Groups in the State as the booklets would not be printed in time for distribution before the commencement of the following year's activities.
- (6) To keep a current list of all affiliated members of their Group. - First Name, Last Name, Home Club (that is the Club that controls their Golfink handicap), Golfink Number, Club Membership Number. This list will form part of the Statewide register which will be controlled by the Webmaster at our Website ([www.nswvga.com.au](http://www.nswvga.com.au))
- (7) To be familiar with the organization of all Veteran Golfing activity within their Group, and support all such activity.
- (8) Affiliation Fees should be paid by each club to the Group Secretary, who will then make the total subscription to the Treasurer NSWVGA. Note: Financial membership is deemed to commence on 1<sup>st</sup> of October of each year and finish on 30<sup>th</sup> September of the following year, with all fees due and payable before 31<sup>st</sup> December of the current year.

*Ian Vidler* – President NSWVGA (Inc).

*Len Payne* – Secretary – NSWVGA (Inc)

January 19, 2017