

DESCRIPTION OF DUTIES

GENERAL DUTIES

1. Responsible to the President of the club.
2. Responsible for the day-to-day management of the Club House, bar and shop.
3. Maintain a high level of service and hospitality to visitors and members.
4. Take all fees due for green fees, club hire, cart hire and where required match fees.
5. When the Club House is unattended, ensure the honesty system for green fee players is in place.
6. Police green fees and if necessary check that players on the course have paid the required fees.
7. Manage and service the Club's bar and shop for members and visitors.
8. Comply with the Club's Liquor Licence issued under the sale of Liquor Act, and personally hold a Managers certificate under the Act, paid for by the Kaikoura Golf Club.
9. Maintain all the Clubs hire equipment in a clean and tidy manner.
10. Maintain the interior of the Club House in a clean and tidy manner.
11. Ensure a continued supply of wood as required for the fire on the Club House.
12. Carry out any additional duties from time to time as requested by the President.
13. Liaise with persons wishing to hire the Clubs facilities either for golf purposes or for use of the Club House or both.
14. To ensure the security systems of the Club House, its equipment and stock etc are adequately in place at all times.
15. To ensure the clubs procedures, etiquette and standards of behaviour, dress etc are made aware to visitors and members and are enforced.
16. To be a good enthusiastic and confident representative of the game, club, its services and facilities by way of promotional activity and club events.
17. Be responsible for entering scorecards and updating handicap system.

ACCOUNTING DUTIES

1. Purchase all stocks necessary to meet the requirements of the club.
2. Keep an order book for all orders made, check all invoices and incoming goods against orders, and accounts against invoices.
3. Record all monies received by the Club and submit all accounts for the approval of Treasurer prior to payment and draw cheques for counter signature and payment.
4. Be accountable for all cash and cheques and responsible for the prompt banking of all these into the Clubs bank account.
5. Maintain all accounting records and record same by computer.
6. Daily balance of till.
7. Prepare monthly analysis of bar, shop, club hire, cart hire, green fees, subscriptions and other income for the Treasurer.
8. Give full access of the club books and record to the clubs internal auditors at all times.
9. Pay the wages for all employees and attend to all relevant paperwork relating to same
10. Prepare, reconcile and file PAYE and GST returns by stipulated date.

SECRETARIAL DUTIES

1. Attend all general committee meetings, the annual general meeting of the club, and other special meetings as requested and take minutes of these meetings for circulation and give notice of such meetings as required.
2. Assist the Treasurer in the preparation of the annual accounts of the club.
3. Keep a register of current membership, classes and address, send out accounts for subscriptions, notify the committee of all resignations and application for membership.
4. Send accounts to sundry debtors including hole sponsors.
5. Clear and distribute mail received by the club.
6. Prepare and send out Club correspondence.

TOURNAMNET AND CLUB DAYS

1. Assist the Club Captains on running club days.
2. Assist in the running of tournaments and in the taking of entries for such tournaments.
3. Maintaining of good relations with sponsors.
4. Assist in the distribution of tournament posters and, if requested, in the purchase of prizes and trophies and in the general advertising of tournaments.
5. Prepare result sheets and cards for Club Tournaments
6. Arrange catering for match/tournament players whenever required to do so in conjunction with the committee.

SHOP AND CATERING

1. Ensure that the shop is stocked with sufficient suitable merchandise to meet the golfing needs of members and visitors.
2. Ensure that the bar is at all times suitably stocked with alcoholic and non alcoholic liquors and light refreshments.
3. Ensure that tea, coffee and food is available for members and visitors at all times.
4. Cater for meals for tournament events and visiting groups.