



The West Sussex Golf Club

Assistant Secretary – Job Description (January 2025)

Title / Function:

Assistant Secretary/The function is to provide an Assistant Support role to the Club Secretary assisting him/her with all duties as requested, together with any related tasks and responsibilities, and deputising for the Club Secretary when necessary.

Directed by and reporting to:

The Secretary.

Liaising as necessary with the Chairman of the Board, Board Members, Captains and Committee members, Members and staff with regard to their specific areas of responsibility.

The job is full time, 40 hours a week, normally Monday to Friday but the Assistant Secretary should expect to work between 5 and 10 weekend days per annum, to cover both the Spring and Autumn General meetings and other major events.

Holiday allowance is 20 days + 8 public holidays increasing by 1 day per annum to 25 days + 8 public holidays.

Objectives: Assist the Secretary to:

Ensure the efficient management of the Club's affairs.

Provide facilities and services for the Members consistent with the policies set out by the Board.

Maintain a harmonious relationship with all Members, Guests and Staff.

Preserve the ethos of the Club and foster a pleasant and harmonious atmosphere consistent with a high quality private Members' Club. Instil in all staff a welcoming attitude to Members and Guests alike.



Working Arrangements:

Arrange one's working hours and those of the Office Manager and Accounts Manager, to meet the exigencies of the job, including evening functions and the seven-day a week demands of running the Club.

Organise the Secretariat to meet the requirements as set out below.

Duties - General - in conjunction with the Secretary:

Implement Board policy in accordance with the Articles of Association and Rules of the Club.

Oversee all aspects of running the Course and Clubhouse.

Review all activities of the Club regularly and make recommendations to the Board/Committees as appropriate.

Maintain the dress code for Members and staff as set down by the General Committee.

Hold coordination meetings with and communicate detailed programmes of events to the House Manager, Head Chef, Course Manager and Professional, as necessary.

Receive and deal with complaints at your discretion or refer them to the SecretaryBoard/Committee as appropriate.

Receive visitors (or calls from them) and permit them to play or not, in accordance with predetermined guidelines and the conditions of the course on the day. Liaise with the Professional in this respect.

Attend meetings with outside bodies as appropriate and maintain a good relationship with other golf clubs.

Liaise with National and County Golf Unions.

Health & Safety - in conjunction with the Secretary:

Promulgate and adhere to the Health & Safety policy of the Club as set out in the Health & Safety Policy document.

Arrange, in conjunction with the House Manager, Head Chef, Course Manager and Professional, all necessary staff training as regards Health & Safety, including first aid.



Administration – in conjunction with the Secretary:

Convene, and attend General, Membership, Ladies, Men’s and Food and Beverage Committees, including preparation and circulation of agenda and taking of minutes.

Support the Secretary in the engagement and employment of all staff, in accordance with Employment Legislation.

Keep membership records up to date and arrange for the printing and distribution of membership lists annually.

Receive applications for membership and process all steps towards membership for potential members, including arranging interviews.

Maintain and update the Club’s website, IT systems and social Media, and disseminate information to Members by email, the website, newsletters or social media as required.

Clubhouse and other properties – in conjunction with the Secretary:

Maintain security of the clubhouse and all other property owned by the Club, including entry codes, alarm systems and CCTV.

Maintain the fabric of the clubhouse and other properties owned by the Club, as directed by the General Committee and within financial guidelines laid down by the Board.

Finance – in conjunction with the Accounts Manager:

Oversee and report on all golf and house functions, prizes, sweeps, draws and raffles etc.

Golf – in conjunction with the Secretary:

Organise and administer competitions and matches as required by the General, Ladies and Men’s Committee and arrange publication of the results.

Compile annual fixture list and arrange for its printing and distribution. Compile and disseminate a monthly fixture list with any Secretary’s notices.

Keep handicap records, amend as necessary and notify Members accordingly.

Organise and together with the Professional, supervise start times.

Arrange bookings for approved Societies and visitors.



Duties – The Assistant Secretary will be directly responsible for:

1. Planning the Club Diary and all golf events, including competition management with the Pro shop.
2. Membership - To process and maintain files for applications for membership, reply to correspondence, and obtain updates of information as required. To maintain, on a daily basis, the Membership Applications spreadsheet.
3. All IT, including golf related software, the website and social media. To organise and maintain the necessary records and filing systems by computer/online means, including staff records and files.
4. To prepare the Monthly Fixtures update in conjunction with the Secretary.
5. To maintain the Staff online planner.
6. To send out Team Sheets to members participating in Club matches, in conjunction with Match Managers.
7. To send out papers as required to Junior Members, in conjunction with the Junior Organiser.
8. To liaise and correspond with Society organisers to arrange their events.
9. To deputise for the Secretary in his absence and to assume responsibility for the day to day running of the Club.
10. Assisting the Secretary in organising staff meetings, staff social occasions etc.

Miscellaneous:

Maintain an active involvement in the Golf Club Managers Association and keep pace with developments in golf club and golf course management.

Carry out all and any further requirements in order to carry out the functions of Assistant Secretary as may be reasonably expected.

January 2025