BRISTOL & DISTRICT LADY GOLFERS' ALLIANCE
DUTIES OF THE HONORARY SECRETARY

The Secretary is responsible for the day-to-day administration of the Alliance, ensuring that all matches are played in accordance with Alliance Regulations in conjunction with the Results Co-ordinator.

The main duties are:

Arranging 4 committee meetings a year, taking the minutes, and carrying out correspondence on behalf of the committee.

Arranging the Annual General Meeting, responsible for all aspects of the meeting, both before and afterwards. Writing and presenting a report at the AGM.

Arranging for the Trophies to be engraved and brought to the AGM for presentation.

Keeping up-to-date contact lists for Ladies' Captains and Team Captains

Updating information on the Website.

Organising all aspects of the Scratch and Handicap Foursomes knock-out competitions.
Uploading the results on the Website. Organise the Finals Day.

Attending the Alliance Championships at Bath GC and giving whatever assistance may be required.

Answering e-mail and telephone queries from Captains, many of which have to be dealt with on the spot. More complicated queries have to be brought to the committee for discussion, and the necessary letters have to be written.

Erica Steed
Honorary Secretary