

**Douglas Park Golf Club**  
**Job Description - Managing Secretary**

**Position**

Managing Secretary of Douglas Park Golf Club, Hillfoot, Bearsden, Glasgow G61 2TJ

**Job Summary**

The Managing Secretary serves as the chief operating officer of Douglas Park Golf Club, managing all aspects of the Club. This includes managing the Club's activities and relationships between the Captain, Committee, members, visitors, employees and the wider community.

The Managing Secretary coordinates and administers the Club's policies as decided by the Committee. In line with the Club's Business Plan, develops operational policies and procedures.

The Managing Secretary directs work of departmental managers, (Course, House, Club Professional) implements and monitors the annual budget, monitors the quality of the Club's facilities and services and secures and protects the Club's assets, facilities and equipment.

**Duties and Responsibilities**

The Managing Secretary has overall responsibility for four core areas of management:

- Finance
- Golf Course and Club Professional
- Food and Beverage, including bars
- General Administration

**Principal Responsibilities:**

Finance

- Maintain accurate books and accounts of the Club's affairs
- Ensure records of the Club's business affairs are kept up to date
- Produce monthly financial reports as directed by the Committee
- Prepare and regularly update an annual budget of income and expenditure
- Complete annual accounts and liaise with the Club's auditors
- Maintain the Club's Payroll and complete all PAYE and NIC returns
- Complete quarterly/annual VAT returns
- Analyse and control the Club's suppliers, with a view to effecting cost savings
- Collect members' annual subscriptions and entry fees, including setting up and maintaining direct debit arrangements
- Liaise with Club's bankers, providing information and details as required
- Generally maximise the Club's income by means of attracting new members, promoting corporate membership, attending to requirements of visiting parties and functions

Golf Course

- Provide supervision and assistance to the Course Manager
- Regularly liaise with the Course Manager regarding matters affecting the appearance and functionality of the Course and grounds

Food and Beverage, including Bar/s

Provide supervision and assistance to the House Manager

Control and check bar returns, cash and stocktaking

Generally supervise all catering operations

Provide assistance to House Manager / Club Committee in promoting, initiating Club Functions.

General Administration:

Attend and record minutes of Club Committee Meetings

Maintain the Club's membership records and database

Provide introduction and appropriate documentation for new members, including allocation of gents' and junior boys' lockers

Prepare and issue annual AGM and SGM notices and duly report at General Meetings of the Club

Prepare and issue subscription notices

Deal with and distribute all incoming and outgoing correspondence, electronic or hard copy and report as necessary to the Committee

Review and maintain the Club diary

Liaise with Club's Web Master to keep website up to date

Deal with Clubhouse bookings, visiting parties and requests for functions

Ensure all Club employees have or obtain all legal / health and safety requirements

Keep abreast of all current / changes to legal / health and safety issues.

Other incidental duties as directed from time to time by the General Committee.

**Remuneration**

Salary by negotiation.