

2025/2026 Ferndown Forest Golf Club Ladies Section Committee

Members' Roles and Responsibilities

<p>President</p> <p>Gail Leyland</p>	<p>To Chair Committee Meetings and ensure meetings are held regularly and stay within allotted time.</p> <p>Ensure all members are involved fairly and respectfully in discussion.</p> <p>Negotiate where necessary.</p> <p>Use a casting vote if required.</p> <p>Make sure committee members follow the guidelines laid out in the Ladies Charter and Club's Mission Statement</p> <p>Additional responsibilities:</p> <p>Trophy records and maintenance of trophies.</p>
<p>Lady Captain</p> <p>Carol Guest</p>	<p>To ensure all roles within the committee are implemented.</p> <p>To uphold all guidelines set out in the Ladies Charter and Club's Mission Statement.</p> <p>Liaise with Club Secretary for diary, fixture list.</p> <p>Update and post information to Steve Pockneall for Ladies Section website.</p> <p>Point of contact with the County Delegate</p> <p>Choose a Lady Captain's charity for the year ahead.</p> <p>Arrange Lady Captain's charity day along with working party.</p> <p>Manage both Ladies WhatsApp Groups</p> <p>Liaise with Forest Inn for catering requirements dates, events and food requirements. Steve Pockneall to negotiate costings with the Inn.</p> <p>Recruit and encourage new players to join the section with monthly social roll ups. Liaise with Jane Miles.</p>

Vice Captain Janice West	<p>To support the Lady Captain and all committee members with their roles where necessary.</p> <p>To recruit and encourage new lady members to join the section.</p> <p>To support the Competitions Secretary with organising Wednesday matches and fun games.</p> <p>Update information on the notice boards in changing rooms when necessary.</p> <p>Organise annual Awaydays for the ladies section.</p> <p>Organise social events and prizes.</p>
Treasurer/Minutes Secretary/Diary Secretary Caroline Sard	<p>To set up and manage a bank account with signatories.</p> <p>Allocate and manage prize money, weekly competition money, charity donations, social expenditure.</p> <p>To prepare the Agenda and Minutes for meetings.</p> <p>To update the fixtures calendar online and send the finalised diary to SP and JM.</p>
Competitive Fixtures Secretary Carol Thornton	<p>To arrange home and away matches for Woods, Wellow Rally, PING, Legg Bowl and Daily Mail competitions.</p> <p>To report and record results for all matches.</p> <p>To appoint a captain for each match.</p> <p>To give dates for following year matches to the Secretary.</p>
Competitions Secretary Penny Knight	<p>To monitor teams and playing conditions for all Wednesday matches.</p> <p>To arrange fun games and ensure all players have information for the rules of those games.</p> <p>To prepare scorecards for selective games in advance of the rounds.</p> <p>To collate results from scorecards at the end of all fun games.</p> <p>To arrange social 9 hole roll ups.</p> <p>To collate and publish scores at the end of the season for the Summer Knockout competition.</p>

<p>Friendly Fixtures Secretary Recruitment and Social</p> <p>Martha Tucker</p>	<p>Tor arrange friendly home and away matches.</p> <p>To report and record results for all matches.</p> <p>To appoint a captain for each match.</p> <p>To give dates for following year matches to the Secretary.</p> <p>To recruit new lady members to play in Wednesday morning competitions and fun games.</p> <p>To encourage new lady golfers to join the monthly social roll ups. Liaise with Jane Miles.</p> <p>To help VC with planning and supporting social events.</p>
---	---

Additional/ Key Personnel:

Lin Wilkins - Welfare

Created January 2026