

## 2025/2026 Ferndown Forest Golf Club Ladies Section Committee Members' Roles and Responsibilities

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

<p><b>Vice Captain</b></p> <p><b>Janice West</b></p>	<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>
<p><b>Treasurer/Minutes Secretary/Diary Secretary</b></p> <p><b>Caroline Sard</b></p>	<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>
<p><b>Competitive Fixtures Secretary</b></p> <p><b>Carol Thornton</b></p>	<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>
<p><b>Competitions Secretary</b></p> <p><b>Penny Knight</b></p>	<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><b>Friendly Fixtures Secretary</b>  <b>Recruitment and Social</b></p> <p><b>Martha Tucker</b></p>	<p>To 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>
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**Additional/ Key Personnel:**

Lin Wilkins - Welfare

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