

TERMS OF REFERENCE

THE WOMEN'S COMMITTEE

All BGC Committees are bound by the Club's Constitution and the Club's By-Laws

<p>Our purpose</p>	<p>The purpose of the Women's Committee is to:</p> <ul style="list-style-type: none"> • support and encourage women's golf in Bathurst • help the Club to promote and support the participation of women and girls at all levels • assist the Club in providing a pathway for future Board representation • promote and encourage participation in Western Districts tournaments and events
<p>Main tasks/ responsibilities</p>	<p>Our objectives are to</p> <ul style="list-style-type: none"> • <i>increase the number of new women and girls participating in golf</i> • <i>increase the number of new memberships from women and girls</i> • maintain communication with women members via email, social media (face-book Bathurst Women Golfers)and after competition • distribute information and prizes for Western Districts, Golf NSW and Vets events • plan golf development activities • <i>providing induction for new members both on and off the course</i> • organise social events associated with women's golfing events at Bathurst Golf Club and to engage social and lapsed women and girls • organise fund-raising events for charities and for Bathurst women golfers • maintain the face-book page in the name of Bathurst Women Golfers • maintain the contact list of Bathurst women golfers • meet on a regular basis
<p>Committee Composition/ Structure</p>	<p>The Women's Committee is comprised of:</p> <p>Captain: To oversee all issues related to Bathurst Women's Golf; liaise and report to the Manager and Club Captain of Bathurst Golf Club; represent the Committee on the Club's Match Committee</p> <p>Vice-Captain: To assist the Captain with their responsibilities.</p> <p>Match Committee: to organise and coordinate all competitions and golf related issues.</p> <p>Secretary: to be responsible for correspondence in and out; take minutes at the meetings and distribute to the committee</p> <p>Treasurer: To manage the funds collected on behalf of Bathurst Women's Golf.</p>

	<p>Women's Committee Members: To support the committee and the members of Bathurst Women's Golf.</p> <p>Social Committee: organise the social aspects of the women members of the club eg: special birthdays, dinner at the Tournament, Charity Week organisation, Cards for specific reasons etc</p> <p>Women's Vets Coordinator: liaise with NSW Veterans Golf; distribute membership details and information about NSW Women's Vets events; maintain a spreadsheet of membership</p> <p>Western Districts Rep: to liaise with Western Districts Golf Association; attend Western District meetings; promote participation in Western District events and tournaments, distribute any relevant information to members</p>
Election to Committee	<p>Expressions of Interest to participate on the Women's Committee will be called for each September.</p> <p>Once a committee is established, positions will be delegated: They include Chair, Captain, Secretary, Treasurer, and General Committee from which the Vice Captain, Match Committee, Vets Coordinator, Western Districts Representative, and Social Committee will be selected.</p>
Annual Forum & Dinner	<p>A forum and dinner to celebrate our year in golf, will be held each October to</p> <ul style="list-style-type: none"> • announce the new Committee • provide the opportunity to share ideas and ask questions
Financial arrangements	To continue to operate a bank account in the name of Bathurst Women's Golf as per <i>Clause 16.5c</i>
Whom we report to When and how	<p>Report monthly to the Board</p> <ul style="list-style-type: none"> • any achievements since the last reporting period • any upcoming events • suggested initiatives for approval • suggestions or recommendations to the Board
Review and date	To be reviewed annually and that any amendments are authorised by the Board to ensure they remain consistent with the Board's strategy, objectives and responsibilities
Possible Challenges	Possible Solutions