

Succession Planning - Secretary's Support

The EPiC Golfing Society is seeking help from members to spread the load of managing the society. This will have the dual benefit of relieving some of the workload on the current Secretary and assisting in succession planning for any future Secretary.

To this end we are seeking volunteers to be

1. An Event's Manager – One golfing event per person each year.
2. Website Manager – It's a WordPress site.
3. B2B Champion – Define and Refine the interaction of Members and Guests

Chris Sunderland has kindly volunteered to be,

4. Social Media Committee Chair (SNCC) - Develop and expand our exposure.

Here is an outline of the roles and proposals.

1. Manage an Event as DEM (Designated Event Manager)
 - Events Management
 - At the beginning of the year a DEM will be allocated per event. They will work with the Secretary. Maybe someone might like to do more than one event. 6 events in Total
 - As an event comes into focus the "Attendance Form" is issued by the DEM at least a month in advance of the event.
 - This is issued to all the members by email and confirmed by WhatsApp.
 - The DEM records the responses and from time to time reminds the membership that their further action is required.
 - Allocation, by the DEM, of early tee times is prioritised towards early responders, although special requests are taken into consideration (due to business or personal pressures - late arrivals or early departures)
 - As the event approaches the DEM issues a Tee Sheet and Guest List and liaises with the club on numbers.
 - The DEM will arrange for the Prize Fund to be available in cash – Usually £140 + 8 bottles of wine. This does vary but will be clarified on an event-by-event basis by the Secretary.
 - Results
 - The DEM collates the scores as they come in and adjudicates on the award of prizes so that wherever possible no-one receives more than one prize. This is not always possible but desirable!
 - The DEM arranges for photos to be taken of the prizegiving.
 - Events Report
 - The DEM - Prepares a report after their event and sends it to the Website Manager and Social Media Committee Chair (SNCC).

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2. Website Manager

- The **Website Manager** updates the Website.
- Management of the Website - After Events
 - Update Blog with latest event report rec'd from the **DEM**
<http://epicgolfsociety.co.uk/blog/>
 - Forwards same to the **Social Media Committee Chair** for uploading to the various platforms.
 - Update Player of the year <http://epicgolfsociety.co.uk/members-area-2/epic-members/>
 - Update "Events Page" & Programme in members area
<http://epicgolfsociety.co.uk/members-area-2/> to grey out completed events.
 - Update Trophy Winners <http://epicgolfsociety.co.uk/members-area-2/epic-members/>

3. We need a **B2B Champion** as this area is in disrepair.

- The **B2B Champion** will maintain and develop this area of the website.
- To see what is currently there, visit
<http://epicgolfsociety.co.uk/epic-members-networking-area/>

4. The **Social Media Committee Chair (SNCC)** – Chris Sunderland has volunteered!

- The **SNCC** will arrange.
 - Meetings as and when to develop a robust response to the market and
 - Provide information to the social media committee members for inclusion on the various social media sites.
- & develop the EPiC social media presence as and when.