

# Director of Governance – Job Description



## **General:**

The Director of Governance is an Executive Director of Rothley Park Golf Club Ltd. Working with the Chairman and other members of the Board of Directors you will provide input into the Strategic Plan for the Club and the achievement of its operational objectives.

You will be expected to attend and play an active role in regular Board and Committee meetings throughout the year.

The role of Director of Governance is critical to the maintenance of effective governance, you will therefore need to demonstrate exceptional organisational and communication skills as well as an understanding of the Club's regulatory environment. As a member of the Board of Directors you should consistently strive to uphold the values of Rothley Park Golf Club.

## **Key Responsibilities:**

- Ensure that information for Board and General Meetings is issued in a timely manner and according to the requirements laid out in the Articles
- Ensure that meetings are managed according to the requirements set out in the Articles
- Keep records of meetings and disseminate notes and minutes to members according to Club Policy
- Ensure the club adheres to relevant regulations including the submission of annual accounts and annual return as required under the Companies Act (2006)
- Monitor and record the result of Club elections and votes
- Maintain the database of all Club Policies and Procedures
- Deal with Club correspondence
- Assume overall responsibility for Health and Safety compliance within the Club
- Company Secretary roles and responsibilities as necessary

## **Experience:**

Candidates for this role must have been a member of Rothley Park Golf Club for at least six years, during which time they will, ideally, have had experience of working on sub committees or working groups.