



EXECUTIVE OFFICER (PART TIME)

Golf Managers Association of New Zealand (GMANZ) is the peak national body responsible for the governance, development, promotion and administration of Golf Club Management in New Zealand.

With the overall goal “To represent Golf Club Management in New Zealand and, through our regions, provide professional development and support for members”, There are six core focus areas for GMANZ as follows:

1. INDUSTRY REPRESENTATION

To be universally recognised as representing NZ golf management and an active participant in the development of golf in NZ

2. EDUCATION AND PROFESSIONAL DEVELOPMENT

To provide an education curriculum in conjunction with CMAA with resources to develop professional managers.

3. RELATIONSHIPS

To foster a cooperative working relationship with regions along with NZ Golf, NZ Golf Associations, PGA, NZ Course Superintendent’s Association and Sport NZ.

4. COMMUNICATION

To ensure efficient, timely and relevant information flow

5 RESOURCES

To create the capacity to deliver services to members



POSITION INFORMATION

| | |
|-------------------|--|
| Position Title | Executive Officer |
| Reports to | The President with a responsibility to the Board of Directors. In particular the EO will interact with the President on a regular basis |
| Hours of Work | Part time, with a degree of flexibility. It is anticipated that initially there will be a minimum of 20 hours per week, with the potential to increase over time. |
| Remuneration | Negotiated and commensurate with this position on a contract basis. |
| Overview | The primary function of the EO is to provide exemplary administration and representation with the position assuming the overall responsibility for the management of the day-to-day operations of the GMANZ, in line with the Board's agreed strategic direction. |
| Key Relationships | The EO must be able to relate effectively with; <ul style="list-style-type: none">• The President and Board of Directors of GMANZ• Chairs and members of Sub-Committees• Regional GMANZ Office Bearers• Individual members of GMANZ and;• All external stakeholders including funding bodies, sponsors and other golf organizations. |

KEY DUTIES -EXECUTIVE OFFICER

- Education BMI Program –Promote, collate and work with CMMA to encourage members to participate in the education program. Organize BMI program's along with venues and communicate with all enrolled participants.
- To work collaboratively with NZ Golf and other partners in the delivery of seminars, workshops and assistance packages to up skill Managers and assist Clubs.

- Planning and Policy – implement the Board’s policies to administer and develop GMANZ in accordance with strategic plan. Initiate policy formulation when requested by the Board.
- Financial Management – Undertake the day-to-day financial management of GMANZ, providing the Board with accurate and timely reports about the organisation’s financial situation
- Representation and Relationships – Provide effective representation in negotiation and liaison with NZ Golf, Provincial Golf Associations, Regional GMANZ areas, NZ Golf Course Superintendents Association, the PGA, International Golf Management organizations and other key stakeholders
- Board Secretary and Advice – Act as Secretary for Board meetings, ensuring meeting agendas and supporting papers are distributed in a timely manner and accurate minutes recorded. Provide the Board with advice and information that allows the Board to make informed decisions on issues affecting the development of GMANZ.
- Member Relationships – Liaise with regional GMANZ regions to ensure they are aware of GMANZ’s vision, goals, policies and priorities and assist in developing their policies and programs in harmony with national plans and objective.
- Promotion and Conferences – Manage the development, promotion and administration of GMANZ national conferences in accordance with policies set by the Board.
- Communication – Provide regular information to members by way of newsletters, emails, website updates and other forms of communication.
- Sponsorship – manage relationships with all GMANZ sponsors.
- Funding Opportunities – Liaise with GMANZ Board and provide information to seek additional funding.

PERSONAL PROFILE

1. Experience in the senior management of an organization, it would be a distinct advantage if such experience was within the golf industry.
2. Knowledge of good governance practices and experience in working with a Board.
3. Experience in developing, monitoring and evaluating strategic and operational plans.
4. Strong computer and communication skills.
5. Experience in developing and monitoring budgets, producing and interpreting financial reports and a working knowledge of accounting software.
6. Ability to work with a diverse group of people, from different backgrounds and with differing goals.
7. A preparedness to travel as required by the Board