



BY LAW 2 – EXECUTIVE COUNCIL MEMBERS' ROLE DESCRIPTIONS

INTRODUCTION

The Executive Council of the Malta Golf Association (**MGA**) is normally composed of five members: President, General Secretary, Treasurer and two Directors. The members are elected to the post for a term of four years and all members have the possibility to be re-elected for subsequent terms.

In line with the requirements from our national governing bodies, the President and General Secretary need to be Maltese nationals. There is no other such requirements for the other officials.

There should be at least one member representing each gender and i.e. at least one member should be male/female.

The **MGA's** aims and objectives are laid down in its statute. This bylaw tries to underline the importance that these responsibilities are shared between the five Executive Council members. Main decisions are taken during meetings of the Executive Council. On average, these meetings happen once every two months.

During the year, there are other meetings/seminars that would need to be attended and reports filed with the national and international governing bodies. These would require the input of different Executive Council members depending on the nature of the meeting/seminar/report.

GENERAL REQUIREMENTS TO ALL MEMBERS OF THE EXECUTIVE COUNCIL

All **MGA's** Executive Council members undertake to:

- Adopt the Code of Ethics.
- Abide by Code of Conduct.
- Declare any interests and potential conflict.
- Declare Confidentiality of any issues.
- Attend Executive Council's meetings on a regular basis.
- Attend other meetings/seminars according to their roles.

ROLE DESCRIPTIONS - PRESIDENT

Job Overview

President of the **MGA**.

Member of the Executive Council.

Legal representative of the **MGA** if so appointed by the Executive Council.

Reporting

The President will report to the Executive Council and to the General Meeting.

Responsibilities and Duties

In addition to the rights and duties prescribed in any of the paragraphs of the **Statute**, the President has the following rights and duties:

- The President performs general management of the **MGA's** activities, convenes all meetings of the General Meetings and the Executive Council and presides over these meetings.
- He will have a right to exercise the casting vote.
- He reports on behalf of the Executive Council to the various General Meetings.
- Together with the General Secretary, he monitors and ensures the strict compliance with the provisions of the **Statute** and Bylaws and of any regulations enacted by virtue of the provisions of the **Statute**.
- The President represents the **MGA** in its official activities. He represents the **MGA** in relations with government entities and organizations, public associations and other organizations, including international ones and, as much as possible, will do this together with the General Secretary.
- The President, with the approval of the Executive Council, can delegate some of his functions to a member of the Executive Council or a commission not necessarily made up of members of the Executive Council.
- The President distributes responsibilities among the members of the Executive Council and takes any other actions to achieve the goals and tasks of the **MGA**.
- He presents an Administrative Report at each General Meeting.
- Together with the Executive Council, he presents a calendar of planned games and events on an annual basis.
- Together with the whole Executive Council, he develops and presents a Strategic Plan for the quadrennial (or longer period).
- Together with the General Secretary, he holds regular meetings with the Club's Chairman, Club's Captain, PGA Professional, etc. to discuss matters of mutual importance.

Suggested Work Involvement

- 120 hours per year.
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ROLE DESCRIPTION – GENERAL SECRETARY

Job Overview

General Secretary of the **MGA**.

Member of the Executive Council.

Legal representative of the **MGA** if so appointed by the Executive Council.

Reports To

The General Secretary will report to the President, to the Executive Council and to the General Meeting.

Responsibilities and Duties

- Together with the President, he monitors and ensures the strict compliance with the provisions of the **Statute** and bylaws and of any regulations enacted by virtue of the provisions of the **Statute**.
- As much as possible together with the President, the General Secretary represents the **MGA** in its official activities both locally and abroad.
- The General Secretary keeps the minutes of all meetings and other proceedings of the **MGA** and provides for the safekeeping of these minutes, correspondence and other records of the **MGA**.
- The General Secretary is responsible for the **MGA's** register of members, for assuring that the **MGA** remains compliant with any provisions arising from other institutions to which the **MGA** is affiliated and for assuring the **MGA's** compliance to legal requirements.
- If the President is unable to fulfil the duties of the President, the General Secretary replaces the President and is vested with his powers.
- Presents minutes from previous **MGA** Executive Council and General meetings.
- Together with the Executive Council presents a calendar of planned games and events on an annual basis.
- Together with the whole Executive Council develops and presents a Strategic Plan for the quadrennial (or longer period).
- Together with the President, holds regular meetings with the Club's Chairman, Club's Captain, PGA Professional, etc. to discuss matters of mutual importance.
- Ensures meetings are effectively organized and recorded by:
 - Liaising with the President to plan meetings.
 - Receiving agenda items from Executive Council members.
 - Circulating agendas and reports.
 - Taking minutes.
 - Circulating approved minutes.
 - Checking that agreed actions are carried out.
- Maintains effective records and administration by:
 - Filing minutes and reports.
 - Keeping up-to-date details of the Executive Council.
 - Compiling lists of names and addresses that are useful to the **MGA**, including those of appropriate officials or officers of voluntary organisations.
 - Keeping a record of the **MGA's** activities.
 - Keeping a diary of future activities.

- Upholding legal requirements by:
 - Acting as custodian of the **MGA's** governing documents.
 - Checking quorum is present at meetings.
 - Ensuring elections are in line with stipulated procedures.
 - Ensuring **MGA's** activities are in line with its objects.
- Ensures proper communication and correspondence lines by:
 - Responding to **MGA's** correspondence.
 - Filing all **MGA's** correspondence received, and copies of replies sent.
 - Keeping a record of any of the **MGA's** publications (e.g. leaflets or newsletters).
 - Reporting the activities of the **MGA** and future programmes to members, the press, and the public.

Suggested Work Involvement

- 60 hours per year.
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ROLE DESCRIPTION – TREASURER

Job Overview

Treasurer of the **MGA**.

Member of the Executive Council.

Reports To

The Treasurer will report to the President, to the Executive Council and to the General Meeting.

Responsibilities and Duties

The Treasurer has the general responsibility for all financial matters of the **MGA** and has the following duties:

- He is responsible for the timely preparation of the **MGA's** budget and financial accounts and for ensuring that the financial records of the **MGA** are maintained in order.
- He reports regularly to the Executive Council and will present a yearly budget for the approval of the Executive Council.
- When necessary, The Treasurer will liaise with the appointed certified public accountants so that audited accounts can be prepared.
- He will present professional accounts of the preceding financial year to the General Meeting held in the first three months of each year.
- He is responsible for monitoring the proper collection of all revenues of the **MGA** and for ensuring that payments are made with the approval of the President and/or General Secretary and/or the Executive Council.
- He is responsible for the timely application by the **MGA** for national and international available funding programmes and to ensure that the proper procedures are followed on **MGA's** purchases, quotes, tenders, and similar expenditure obligations.
- Together with the Executive Council presents a calendar of planned games and events on an annual basis.
- Together with the whole Executive Council develops and presents a Strategic Plan for the quadrennial (or longer period).

Suggested Work Involvement

- 40 hours per year.
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ROLE DESCRIPTION – EXECUTIVE COUNCIL MEMBER (2 POSITIONS)

Job Overview

Member of the Executive Council.

Reports To

The Executive Council Member will report to the President and the Executive Council.

Responsibilities and Duties

(Shared between the two positions and other Executive Council members)

- He co-ordinates, prepares and plans tasks being assigned to him according to the development plans and governance obligations of the **MGA** including but not necessarily limited to:
 - National Team
 - Junior Academy
 - Women in Golf
 - Golf to Schools
 - Special Olympics
 - Rules of Golf
 - Rules and Administration of Handicapping
- If within his role, he presents a Tournaments' Report at each Annual General Meeting.
- He reports back to the Executive Council with tasks being done in the areas assigned.
- Together with the Executive Council he presents a calendar of planned games and events on an annual basis.
- Together with the whole Executive Council he develops and presents a Strategic Plan for the quadrennial (or longer period).

Suggested Work Involvement

- 40 hours per year.