

## Harewood Golf Club

### General Manager

#### Job Description

<b>Position:</b>	<b>General Manager</b>
<b>Overview:</b>	Overall responsibility for realising the Boards objectives with respectful performance, customer/member service, sponsorship management, golf course maintenance, development and operation, pro shop operations, bar/caterer contract management, staff management and the “vision” for Harewood to be one of the leading golf clubs in Canterbury.
<b>Duties:</b>	<p>The Employee will undertake the following duties:</p> <p><b>Staff Management</b></p> <ul style="list-style-type: none"><li>• Manage the staff to ensure that Harewood’s strategic direction meets the Boards vision for Harewood to be one of the leading clubs in Canterbury</li><li>• Manage the Clubs human resources operation including staff recruitment, performance reviews, professional development, welfare &amp; disciplinary procedures as required</li></ul> <p><b>Leadership/Mentoring</b></p> <ul style="list-style-type: none"><li>• Lead, motivate and coach your team effectively and efficiently</li></ul> <p><b>Asset Management</b></p> <ul style="list-style-type: none"><li>• Ensure the clubs assets are maintained and operated in an efficient and safe manner and maintained to a high standard</li><li>• Ensure adequate insurance policies are carried and staff take necessary steps to comply with requirements</li><li>• Maintaining the Club’s buildings, fixed assets and effects in an operational and safe condition at all times</li><li>• Maintaining a detailed register of Fixed Assets</li></ul> <p><b>Member Liaison</b></p> <ul style="list-style-type: none"><li>• Develop and maintain a relationship with Harewood Golf Club members</li><li>• Communicate with Harewood’s members when appropriate and required</li><li>• Implementing measures to promote the Club and recruit new Members while ensuring the long-term viability of the Club by, e.g., encouragement of junior golf</li></ul> <p><b>Financial</b></p> <ul style="list-style-type: none"><li>• Oversee the financial management of the Club including the preparation of monthly management accounts and commentary in conjunction with the office administrator</li></ul>

	<ul style="list-style-type: none"> <li>• The review of daily cash flow requirements and trading revenue reports</li> <li>• The implementation of procedures around reporting of the financials for the Board</li> <li>• The preparation of the annual budget including recommendations</li> <li>• The preparation of the annual Business Plan</li> <li>• Capital Expenditure planning and execution</li> <li>• IT Management</li> <li>• Maximise “non-golf” revenues i.e., conference facility, grant applications, functions etc.</li> </ul> <p>Sponsorship/Marketing and Income</p> <ul style="list-style-type: none"> <li>• Ensure all sponsorship opportunities are explored and fulfilled</li> <li>• Liaise with all sponsors on a regular basis</li> <li>• Oversee the administration of membership and the income from this</li> <li>• Develop Sales and Marketing initiatives to help drive revenues</li> </ul> <p>Other Relationships</p> <ul style="list-style-type: none"> <li>• Attend all Board meetings to report on the golf course, golf operations, financial results, capital expenditure, health &amp; safety, purchase/requests, membership, cash flow requirement, grants and any other relevant issues</li> <li>• Attend Club Committee meetings when invited</li> <li>• Liaise with NZ Golf, Canterbury Golf Inc and all other Golf Clubs as required</li> </ul> <p>The Employee will perform all other reasonable duties required and comply with reasonable instructions issued by the Employer.</p>
<b>Variation:</b>	The duties provided above may be modified and updated by the Employer from time to time following consultation with the Employee