

COMMITTEE OF MANAGEMENT

INFORMATION LETTER 27 AUGUST 2012

Administration:

- At a meeting on the 27 August the Committee considered the office administration situation and noted that Denis Twomey had worked in a voluntary capacity without any payment since the beginning of May.
- The Committee noted the work undertaken by Denis in that time and commended his efforts to date.
- It was decided to pay Denis expenses for that time.
- The Committee also considered that it would be prudent and in the best interests of both parties, to make a temporary appointment that would come into existence on 1 September and terminate on the 1 June 2013.
- It would benefit the club if the information gained from the decision to make a temporary appointment could be used to generate an appropriate job specification.
- Therefore it was decided to extend the arrangement and employ Denis Twomey in a temporary capacity as Secretary Manager of the club from the 1 September.
- This position will be terminated on the 1 of June 2013 by which time the job will be have been advertised, interviews held and a full time appointment made.
- The position will be advertised on 2 April 2013 and applicants will be interviewed by an independent external panel presided over by the Chairman of the C.O.M.
- The appointment will be confirmed and the successful candidate instated on 2 June 2013 or nearest appropriate date.
- It is imperative that before any appointment is made, that we have a fully operating, up to date system in place.
- In the meantime the COM will review the constitutional position regarding the temporary position now created and if necessary appoint or co-opt a temporary Secretary to the COM.
- The COM undertakes to keep members informed of developments and would like to thank members for their support and patience to date.

Cashless System

- The Committee also considered feedback from the introduction of the cashless system and would like to inform members that it is possible to top up their account in the bar.
- It was also decided to refund members for no shows provided that they **remove their names from the time sheet before the competition is closed off.**
- **This is a departure from the current situation where members are required to remove their names 24 hours prior to playing.**

Take note:

- **IF A MEMBER'S NAME IS STILL ON THE TIME SHEET WHEN THE COMPETITION CLOSES S/HE WILL BE DEDUCTED THE COMPETITION FEE.**

P Scanlon, Chairman (C.O.M)