**Application Form – Director (Finance)**

*St Mellons Golf Club aims to be the best family friendly club in the region; it will be known for its welcome to members and visitors alike. Inclusive and forward-thinking, it will be recognized for its heritage and excellent facilities. This with a golf course that is immaculately presented and providing high-quality golf for all levels of player, with a dining****,*** *and social experience to match.*

1. **APPLICANT** (Please answer all questions.)

|  |  |
| --- | --- |
| Application for the position of: | **Director (Finance)** |
| **Personal Details** | |
| Title: Mrs  Mr  Miss  Ms  Other  *If other please state:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Surname: | Forenames: |
| Address:  Postcode: | |
| Telephone Information:  Home:  Mobile:  Work: | Email Address: |
| Years membership @ SMGC (at time of AGM): | |
| Current membership category:  **7 day:**  **6 day:**  **Other:** | |
| Current Occupation / Status: | |

|  |  |
| --- | --- |
| Please provide a personal profile, with detailing relevant skills and experience of what you believe you could contribute to the management of St Mellons Golf Club.  Your personal profile **may / should** reference the following competencies with examples, which are consistent with this role. These being:   * Suitably qualified for the role of SMGC Director (Finance). * Experienced enough to be able to oversee the financial situation of the golf club * To be able to set and oversee financial controls and systems to ensure efficient management of resources * Ability to prepare 5year cashflow to incorporate into a strategic plan * Proven experience of the commercial, legal and regulatory environment of a successful business. * Good understanding of corporate responsibility, discretion and due diligence in decision making. * Ability to monitor and evaluate financial performance * Ability to prepare annual budgets and support audit processes. * Mature and sound judgement and the ability to make decisions fairly and objectively. * Provide timely monthly financial reports to the board.   The application form will be distributed to members in order to facilitate an election (with personal information redacted). | |
|  | |
| If elected, I agree to serve on the St Mellons Golf Club Board and abide / comply with the published policies and rules of the Club.  I understand that this role is voluntary and no remuneration will be associated with this appointment. | |
| Signed: | …………………………………………………… |
| Date: | …………………………………………………… |

1. **PERSONAL PROFILE (**insert name**):**

|  |
| --- |
| Personal Statement: |
| Competencies (with examples): |

1. **PROPOSER** (Please answer all questions)

|  |  |
| --- | --- |
| **Name:** | |
| Please state the capacity in which you have known the applicant: | |
| How long have you known the applicant? | |
| Are you a current member of St Mellons Golf Club?  YES  NO | |
| Why do you believe this person will contribute to the management of St Mellons Golf Club? Please reference the agreed competencies for the post and reflect on the capacity in which the Applicant, to your knowledge, meets or exceeds these skills and requirements. | |
| Signed: | …………………………………………………… |
| Date: | …………………………………………………… |

1. **SECONDER** (Please answer all questions)

|  |  |
| --- | --- |
| **Name:** | |
| Please state the capacity in which you have known the applicant (1) | |
| How long have you known the applicant? | |
| Are you a current member of St Mellons Golf Club?  YES  NO | |
| Why do you believe this person will contribute to the management of St Mellons Golf Club? Please reference the agreed competencies for the post and reflect on the capacity in which the Applicant, to your knowledge, meets or exceeds these skills and requirements. | |
| Signed: | …………………………………………………… |
| Date: | …………………………………………………… |

**APPLICATION PROCESS**

**CLOSING DATE FOR APPLICATIONS**

**Members may submit their completed application forms between Tuesday 6th February 2024 & Tuesday 20th February 2024.**

Please note that **Completed applications** received after this date will not be processed.

Completed Application Forms can either be:

* + emailed (marked Private and Confidential) to:

**manager@stmellonsgolfclub.co.uk**

* + or posted to:

**General Manager**

**St Mellons Golf Club**

**St Mellons**

**Cardiff**

**CF3 2XS**

Posted Completed Application Forms should duly be marked the envelope **‘Private & Confidential’**