

<i>Key Performance Areas</i>	<i>Major Tasks</i>	<i>Target KPI's</i>	<i>Completion Date</i>
Membership	<ul style="list-style-type: none"> • Membership recruitment campaign • Create a membership information pack • Attend regional networking and support meetings and create an aligned regional meeting format • Develop a communication plan • Develop and conduct a benefits and services satisfaction survey annually 	<ul style="list-style-type: none"> • Campaign to be signed off by the Board • Work to commence immediately • Prepare a meeting plan • Campaign to be signed off by the Board • Work in conjunction with the Board 	<ul style="list-style-type: none"> • 20% increase by 2020 • Pack to be completed within one month of starting position • Plan to be signed off at the first full Board Meeting • Plan to be signed off at the first full Board Meeting • To be completed by 31 October each year
Education & Development	<ul style="list-style-type: none"> • Organise biennial conference • Conduct a biennial conference satisfaction survey • Market & collate all BMI education programs • Investigate NZ tertiary alignment and education subsidies • Develop club management resource templates • Develop a GMANZ induction approach for new members 	<ul style="list-style-type: none"> • Work closely with the Board to organise a successful biennial conference • Work in conjunction with the Board • Work with all industry holders and other sporting codes to have a full complement of attendees • Provide information to the Board • Provide the Board with up to date templates • Explore other sporting codes that are effective providing information to the Board 	<ul style="list-style-type: none"> • A full representation of delegates and trade exhibitor's with the end resulting in a profit • An annual 8 out of 10 satisfaction rate • 20 CCM's by 2020 with a minimum class off 20 registrants per BMI course. • Work completed will provide BMI registrants with a subsidy • 10 published club management resources by 2020 • Provide service to new GMANZ members by October 2016

	<ul style="list-style-type: none"> • Develop a mentoring program • Implement a benchmarking tool 	<ul style="list-style-type: none"> • In conjunction with the Board develop a unique program • Work in conjunction with the Board 	<ul style="list-style-type: none"> • Provide support people to assist all managers by Jan 2017 • To fully introduced by end September 2016
Marketing/ Promotions	<ul style="list-style-type: none"> • Review and consider sponsorship opportunities • Update GMANZ website • Develop a Linked In presence • Weekly email update on relevant golf administration news 	<ul style="list-style-type: none"> • Maintenance of existing, and development of new sponsorship opportunities • Work with existing provider and examine new providers delivering the best solution for the Board to consider • Develop a presence immediately • Making stronger relationships with GMANZ members 	<ul style="list-style-type: none"> • Increase sponsorship by 30% in first year • Introduce new updated website by 31 December 2016 • Completed within first month of employment • Weekly emails to begin with commencement of position
Financial	<ul style="list-style-type: none"> • Develop annual budgets for profit and loss • Preparation of monthly Actual/Budget reporting to the Board • In conjunction with the auditors prepare the end of year accounts without discrepancies • Manage all banking and account payments • Send all membership subscriptions and records correctly • Explore and make transition to accounting software Xero 	<ul style="list-style-type: none"> • Budgets accepted by the Board • Provide exact information to the Board with appropriate notes and variances • No comments by auditors as to any variances or anomalies in accounts presented • All banking of funds and account payments made in an appropriate time frame • Have accurate database so subscriptions are paid on time • Advise Board of best options within 3 months of commencing position 	<ul style="list-style-type: none"> • Budgets to be prepared and circulated to the Board three months in advance of AGM • Monthly financial statements to be circulated by the 20th of each month • Assist the auditor providing all information in a timely manner • Provide the Board with monthly statements on all expenditure • Keep an accurate record advising the Board monthly on new memberships and unpaid ones • 20th of each month the Board will receive all financial reports

Secretarial	<ul style="list-style-type: none"> • Preparation of GST returns and annual Internal Affairs commitments • Maintain and evaluate GMANZ's assets • Ensure the security and protection of the Association's assets. • Establish and maintain financial procedures to control finances and enable authorisation of routine payments. • Negotiate and manage supplier contracts • Reporting to the Board • Recording of all minutes 	<ul style="list-style-type: none"> • Timely and accurate submission of returns • Ensure organisations assets are current and within budget • Software is backed up and assets are stored in an appropriate place • Systems in place to ensure appropriate authorisation of payments • Any contracts are reviewed on an annual basis to ensure best pricing and terms are in place • The Board will be made fully aware of all GMANZ business • Board minutes along with AGM Minutes to be recorded accurately and in a timely manner 	<ul style="list-style-type: none"> • These to accurately returned by the due date as appearing on all statements • A full schedule to be attached monthly with all the financial statements • Weekly back up's will see no data lost • Provide a monthly schedule in order of payment so a second authoriser can action • Provide monthly report on any trends, changes to any contracts • A monthly report on all activity pertaining to all GMANZ operation • Board minutes to be written up and circulated to the Board within 7 days of the meeting. AGM minutes to be circulated to the Board in time for the following Board Meeting.
Relationships	<ul style="list-style-type: none"> • Represent GMANZ as required with all key stakeholders including NZ Golf, GMANZ Regions, funding bodies, sponsors and other golf organisations 	<ul style="list-style-type: none"> • Identification of all key stakeholders. Maintain appropriate communication and development of relationships 	<ul style="list-style-type: none"> • Attend as many meetings with all stakeholders will long term develop strong relationships. Any meeting to have a report to the Board on any outcomes