

Administrative Committee

General Description:

- Administrative Committee (AC) members shall be responsible for:
 - o Encouraging the international development of golf
 - o Fostering friendship and sportsmanship around the world by organising biennially the World Amateur Team Championships (WATC)
 - o Ensuring business affairs of IGF managed by the AC are self-financing and that it has sufficient administration, management and secretarial support for it to fulfill its responsibilities
- Are appointed in accordance with articles 6.3 and 6.9 of the IGF constitution.
- Are eligible for re-appointment up to a maximum period of service of twelve years.

Responsibilities:

- Attend the WATC biennially, preferably for both championships, and for the Biennial AC and Federation Meetings following the women's championship.
- Perform customary duties of office while at the WATC, including but not limited to:
 - o Participation in meetings (see below)
 - o Attendance at official functions (e.g., dinners)
 - o Optional Rules officiating assignments if qualified
- Participate in IGF meetings as follows:
 - o Biennial AC Meeting at WATC
 - o Biennial Federation Meeting at WATC
 - o AC Meetings if called at other times of the year (currently none planned)
 - o Respond to AC e-mail ballots circulated away from meetings
- Advocate for growth of golf worldwide.
- Research/refer information regarding golf activities in their country or region as requested (i.e., by the AC or IGF Secretariat).

Working Relationships:

- IGF Joint Chairmen of the Administrative Committee
- IGF Women's Chair of the Administrative Committee
- IGF Administrative Committee
- IGF Member Organizations
- IGF Executive Director
- Continental and regional golf associations in their IGF Zone

Suggested Abilities:

- Some familiarity with traditional operations of national golf federations
- Experience in high-level tournament administration
- Rules of golf knowledge helpful

- Fluency in English (official language of IGF)
- Some travel
- Two-hour average time commitment per month outside of scheduled championships or meetings

Expenses:

- The IGF Administrative Committee member or their national federation will be responsible for all expenses incurred relative to this office and its duties.
- Must maintain an e-mail address that can accept standard attachments and be able to correspond in this manner.