

## SECTION C. DUTIES OF BOARD OF DIRECTORS AND NON-BOARD POSITIONS

### BOARD OF DIRECTORS

The league is administered by a Board which is comprised of: President, Vice President, Secretary, Treasurer, and Tournament Chair. These officers are elected for 2- year terms by members.

The duties of the Board shall be to transact league business as needed with as much transparency as possible including but not limited to: develop procedures and policies; establish standing and ad hoc committees; prepare reports and recommendations to the membership; attend a minimum of 3 board meetings annually; and review the Handbook annually to ensure its accuracy.

In addition, the Board is responsible for evaluating, approving and monitoring an annual budget developed by the Treasurer. Budget documentation will include justification for dollars in each budget category, which, for the awards category, would include detailed information on the point system by which awards are given. A Board-approved annual budget will be shared with membership at the Spring meeting and will be made available on the GWGA website.

#### **Duties of Individual Board Members**

As indicated below, each Board member has significant duties. Board members are free to recruit volunteers to assist with their duties.

#### PRESIDENT:

- Coordinates the work of all board officers to carry out the purpose of the organization.
- Develops meeting agendas and presides over meetings or other gatherings.
- Chooses and reserves location for the Spring Meeting.
- Before season begins, arranges to go with the Treasurer to sign signature card at bank, and contacts Greendale staff with dates/starting times and number of tee times needed.
- Liaisons with Greendale management.
- Ensures all board positions are filled.
- Appoints Non-Board Chairs.
- Solicits member volunteers for GWGA tasks.
- Signs checks in the event the Treasurer is unavailable to perform the duty.

#### VICE PRESIDENT:

- Organizes and oversees the end-of-year Awards Luncheon (arranges restaurant location, solicits donations, sends invitations and collects fees).
- Oversees or plans day/overnight trips for league members.
- Assists the President and carries out the President's duties in her absence or inability to serve.
- Oversees the work of the Membership Committee.

  

- Ensures that the Championship plaque gets engraved for the Awards Luncheon.

#### SECRETARY:

- Keeps meeting minutes and other non-financial official records of the organization.
- Provides approved minutes of Board meetings and a summary of what was discussed at Membership meetings to the Web Administrator for posting to the website, as well as

- make them available to the members.

- Makes yearly changes to the Handbook based on input from Board members and Non-Board Chairs.

#### TREASURER:

- Processes membership checks.
- Maintains membership list complete with postal address, email address, phone number, emergency contact, and birthdate.
- Sends out membership list to Board members and Membership Chair periodically.
- Develops the budget for the Board, and once finalized, provides Board with annual budget projection and a breakdown of actual income and expenses at Board meetings.
- Reviews this information with the membership at membership meetings.
- Makes deposits as needed and keeps documentation to support all deposits.
- Pays Greendale as needed for GHIN (handicap) fees collected.
- Pays and keeps all receipts to back up the payments.
- Reimburses purchase of Birdie Pins.
- Keeps checkbook up to date and balances the checkbook with bank statements.
- Provides Vice President with luncheon budget update when requested.
- Provides Tournament Chair with the budget for awards and chip ins when requested.
- Presents GWGA records annually for audit by someone designated by the Board.

#### TOURNAMENT CHAIR:

- Creates a GWGA Point System to be used for distribution of awards.
- Posts the point system, once approved by the Board, on Leaderboard and provides a copy to the Web Administrator for posting on the GWGA Website.
- Annually develops a league calendar of games.
- Chooses games for weekly tournament play, tee times needed, and dates and establishes in Leaderboard.
- Ensures scorecards are available in Clubhouse for Openers. (Maintains master scorecard document and has scorecards printed professionally (e.g., at Staples) for the entire year.)
- Annually reviews the instructions in the binder in the Clubhouse at Greendale at the beginning of each season and updates as needed. Works with Rules Chair and Membership Chair to ensure copies of Rules, Etiquette, and Pace of Play are included in Binder.
- Sets Closers' schedule for the season and ensures that a Closer is assigned for each week. The list of Closers must be comprised of individuals who have Leaderboard Tournament privileges.
- On a **weekly basis**, prior to Thursday play:
  - Reviews sign-ups, adjusts foursomes as needed, and notifies affected golfer(s) of new tee time(s).
  - Provides list of tee times and foursomes to Greendale staff and Openers.
  - Collects all signed scorecards and retains them until the end of the season.
  - Receives information from Closers and notifies golfer(s) of any errors on scorecards (e.g., failure to sign original card).
- On a **monthly basis**, prior to the 1<sup>st</sup> Thursday of the month:
  - Looks up handicaps of members and determines Flight Breakdown for the month.

- Loads Flight Breakdown under Documents in Leaderboard.
- Tracks attendance to determine which golfers are eligible for the Championship.
- Organizes play for one or two scheduled Captain's Choice events.
- Organizes play for the Championship. Sends emails about Championship rules, eligibility, etc.
- Determines winnings based on Board-approved GWGA Point System and dollar value assigned for each point (based on funds in the treasury). Announces winners and presents players with their winnings at the Awards Luncheon.
- Oversees the member who manages the birdies and chip-ins.
- Maintains sole responsibility for and oversees all aspects of Leaderboard operations, including:
  - Makes decisions on revisions to the Leaderboard application and works with developer to incorporate changes and, if needed, notify members.
  - Ensures emails are added/updated in Leaderboard based on membership info received from Treasurer.
  - Serves as point-of-contact for annual calendar and set-up of weekly tournaments, Captain's Choice (sign-up only), and championship.
  - Ensures sign-ups Open and Close at the agreed upon times by entering open/close times for each tournament in Leaderboard.
  - Oversees opening on Thursday morning which will be performed by the players in the first tee time.
  - Oversees closing on Thursday afternoon performed by volunteers.
  - Interfaces with Leaderboard developer regarding input (e.g., calendar), admin rights, and changes.
  - Sends out call for volunteers for closing sign-ups, luncheon sign-ups, and other sign-ups as needed.
  - Advises board when policy changes impact tournament software programs; ensures tournament software program is consistent with GWGA policy changes.

## NON-BOARD POSITIONS

### WEB ADMINISTRATOR

- Responsible for overseeing the website.
- Posts information to website, to include but not limited to: minutes, calendar of games, rules, outings, photos and league history.
- Updates and improves web pages annually based on league changes in plans and operations and change of board membership. Coordinates update of pages with current Board and Non-Board/committee members.
- Annually solicits Board members to review and update their pages.
- Updates subscribers (removes people not returning, adds new members as they join)
- Prepares and sends out league blog news and postings as needed.
- Manages league email account ([greendalewomen@gmail.com](mailto:greendalewomen@gmail.com)), Ensures forwarding capability in the email account to send public inquiries made via web form to appropriate committee chairs.
- Site Admin for the GWGA closed Facebook page. Invites new members to join FB page. Screens all requests to join our page.
- In conjunction with Membership Chair, maintains and posts league picture directory of members.

- Provides assistance for hardware and software operations, if required.

### **Website Assistant**

Provides back-up for Web Administrator. Works with Web Administrator to update existing pages or add new web pages or new postings. Assists with annual review of subscribers, deleting people who are not returning and adding new members. Technical skills not required, just need a willingness to learn Wordpress.

### **RULES CHAIR**

- The Rules Chair will solicit a representative from each flight for her committee.
- The committee shall keep up to date on rules and advise Web Administrator of changes and new rules.
- Chair/committee provides rules education at Spring Meeting and throughout the season.
- Chair/committee resolves rules disputes as needed.

### **MEMBERSHIP CHAIR**

The Membership Chair duties are as follows:

- Plans and executes recruiting of new members.
- Updates membership forms and makes them available at the Spring Meeting and other recruiting opportunities.
- Follows up with anyone interested in joining to be sure she receives a membership form and to invite her to play with our League, assuming it appears to be a good match for the new player.
- Assigns mentors to new members.
- Keeps Board members apprised when new people join.
- Requests photos and bios from new members and provides photos to Web Administrator.
- Welcomes and introduces new members at the Spring Meeting.
- Monitors attendance via Leaderboard and follows up with those who have not played for a few weeks.
- Follows up with members who are not returning to find out why (moving, health issues, etc.) and advises the Board if there are issues that should be addressed.
- Ensures that an up-to-date membership list is available on Leaderboard. Ensures that an up-to-date membership list with emergency contacts is posted in binder at the clubhouse.

### **BIRDIE AND CHIP-IN CHAIR**

- Identifies, through Leaderboard, birdies, holes-in-one, and chip-ins by members during the weekly tournaments.
- Provides recognition for members who achieved birdies, holes-in-one, and chip-ins during the weekly tournaments.
- Distributes earned birdie and hole-in-one pins to members.
- Maintains supply of birdie and hole-in-one pins.