

EXECUTIVE COMMITTEE OFFICERS RESPONSIBILITIES:

President*

- Leads all meetings. Set agenda, meeting time and location.
- Enforce league rules.
- Appoint all committees and committee chairs.
- Approve expenses as allowed in league bylaws.
- Acts as liaison to the golf course management.
- Send weekly email reminders to all members of current week game and sign-up deadline.
- Send email/text messages to all members when league day has been cancelled or delayed.
- Oversee all league events.

Vice President*

- Steps in for the President when absent.
- Plan birthday celebrations.

Secretary

- Records and distributes meeting minutes.
- Maintain a file of all club records, Bylaws and Standing Rules.
- Prepares monthly newsletter update on league events and happenings.

Treasurer

- Manages league finances, tracking expenses, dues, and fees.
- Provide annual budget at league Opening Meeting.
- Provide annual statement of financials at End of Year meeting.
- Provide current league financials for board members when requested.

18 Hole Representative

- Prepare annual schedule of 18-hole league games for board approval.
- Communicate schedule to league players and pro shop league support staff.
- For weekly games, provide pro shop a list of all players by end of day on Tuesday.
- Monitor weekly game pairings and results.
- Assist Social Committee Chair in pairings for special events.
- Work with 9-hole Rep to assign Red & Blue team players, communicate results monthly to board and procure prizes for winning team members at end of year.
- Keep 18-hole member roster current and welcomes new members.

9 Hole Representative

- Prepare annual schedule of 9-hole league games for board approval.
- Communicate schedule to league players and pro shop league support staff.
- For weekly games, provide pro shop a list of all players by end of day on Tuesday.
- Monitor weekly pairings and results.
- Assist Social Committee Chair in pairings for special events.
- Work with 18-hole Rep to assign Red & Blue team players, communicate results monthly to board and procure prizes for winning team members at end of year.
- Keep 9-hole member roster current and welcomes new members.

(*) For President and Vice President positions, it is recommended that the candidate has been a league member for a minimum of 3 years and previously held one of the other executive committee positions.

CURRENT COMMITTEE CHAIRS RESPONSIBILITIES:

Social Committee Chair

Plan member special events including play formats, pairings, prizes, and food/beverage; includes Appreciation Day, Ladies Invitational Tournament games and raffles.

Plan and coordinate meals for Opening Meeting and End of Year meeting.

Send cards, flowers or special communications to league members as needed.