

Officers / Committees Job Descriptions

2022

President

"The buck stops here." Chair all meetings of the board and membership, and field any questions asked by members.

- Attend a committee meeting when requested by the Chairman of that committee.
- Oversee all committees and make sure duties are being completed by them.
- Keep members informed of news and information gained from SCWGA, Greens, and GAC meetings.
- Use computer resources to inform, to keep up to date, and to encourage members to use these also.
- Provide positive liaison with other leagues, the Pro Shop, and the Director of Golf.
- Be familiar with bylaws and Robert's Rules of Order so that meetings and procedures are managed appropriately.
- Attend Greens Committee and SCWGA meetings as an active participant.

First Vice President

- Attend all Board Meetings & Chair any meeting if the President is absent.
- Assist the President when asked.
- Chair special committees if requested by the President.
- Attend Golf Advisory Board meetings and Board-Member exchanges held by RCSC and be prepared to represent golf and our league if needed.
- Appoint Team Play Captains during your term, Team Play Starts November & ends in March
- Prepare & print the Directory & Handbook for the year of her presidency. This should be completed by the end of November, and printed in time to hand out at the Christmas luncheon.
- Check the Directory for accuracy, make and/or announce corrections as needed.
- Put members' names on their copies and make sure copies are available for Welcoming, the Pro Shop, SCWGA, and the Director of Golf and his Assistant.

Treasurer

- Record all income & expenses, and keep a balanced current account.
- Pay the League's expenses in a timely fashion
- Help set up the budget each year.
- Provide financial report at each Board & Membership Meeting. Copy to the officers, post on the bulletin board, and keep a copy with the records.
- Prepare for and be present to answer questions at audits.
- Send a check (a \$50 contribution) with a brief thank you note to the Posse following their service at Membership Meetings.
- Serve as MEMBERSHIP CHAIRMAN, receiving all membership applications and dues, and reporting names, addresses, GHIN & RCSC numbers, phone and email information to each officer, plus the chairmen Of: POD, Mixers, Welcoming, and Ringers & Birdies.

Secretary

- Maintain by-laws.
- Take minutes of board and membership meetings.
- Send copy of minutes to all officers for review and corrections.
- Post copy on bulletin board in women's rest room.
- Send copy of minutes to webmaster for posting on our website.
- Send/maintain correspondence as requested by the president.

COMMITTEES & REPRESENTATIVES

In general, committee chairmen or their representatives are expected to attend all WWGA board meetings and report on their activities as needed. They shall also maintain complete and orderly records to provide guidance for the next chairmen.

Auditing

- Meet with the treasurer to review the facts & figures in her accounting.
- A written report is signed by the auditing members and the treasurer, with copies to the president, the treasurer and your records.

AWGA Representatives

- Update our boards with all current AWGA information
- Attend meetings of the AWGA & WWGA
- Conduct the Medallion Tournament and report results
- Answer questions as necessary or know how to get the answers
- Assist in AWGA functions when possible
- Encourage our members to use all the info available at awga.org

Beautification

- Maintain the rose garden just before the first tee
- Coordinate beautification plans with 9 holers and Willowbrook beautification persons, and work with them to maintain plants around the clubhouse
- Order memorial benches and trees as requested and work with golf course groundskeepers to put them in place and maintain them
- Provide a monthly report to the Greens Committee
- Conduct fund drive on men's day, usually in March — and usually on the 5th hole; those who are on the green get a Hershey's kiss & a new golf ball with their donation
- Plan projects to enhance the visual and playing experience at our courses

Bulletin Boards

- Remove old/expired notices & cards
- Keep the area neatly organized
- Clean glass as needed.

CAGD Representatives — see separate document

Guys & Dolls Tournament

- Publicize and collect funds for this annual special event the 2nd Tuesday in April
- Teams consist of one gentleman and three ladies, with the gentleman unrelated to the gals
- Determine the game
- Run the tournament, in flights, score and reveal the results at the picnic following

Handicap Chairman

- Make sure handicaps are updated and posted on the 1st. and 15th. of every month at the Club. ● Supply Committee's that are in need of handicap sheets
- Post Tuesdays Scores of League play
- Make sure everyone in the league follows all handicap rules including posting all games played

- Attend Handicap Seminars
- Post all new members in computer
- Establish a handicap for new members
- Help new members with posting and whatever questions they may have

Historian

- Make an annual record of event highlights and winners for the year
- Maintain in a safe place the annual records of previous years
- Photograph and post pictures of the new officers on the ladies' room bulletin board
- Photograph and post pictures of new members on the ladies' room bulletin board
- Record, photograph, and post holes in one

Member-Guest

- Oversee all aspects of the "social event of the season."
- Select committee participants and chairs for various aspects of the event
- Utilize the Member-Guest binder for information and assistance in organizing and running the tournament
- Set fees so that the event is SELF-SUPPORTING
- In 2012 the membership moved to hold Member-Guest the first Tuesday in April

Nominating

- We ask members sometime during the year if they wish to serve as an officer on our Willowcreek board, but typically we ask the First Vice President if she wishes to move up to President first.
- If the current Secretary and Treasurer have only served one year and would like to serve another, we ask that as well. If they have served two, we search for new candidates, seeking input from the incoming president first.
- Mostly everyone is willing, so we look hardest to fill the role of Second Vice President asking for input from the incoming president and current board. Typically, if the Secretary and Treasurer have served two years, we look for new members there also.
- Then we post the slate of nominees on the Bulletin Board by Oct. 1st or three weeks before the Fall Membership meeting so the members know who they will be voting for.
- All this is done with the understanding that nominations may also arise from the floor at the meeting.

Play of the Day

- Choose the weekly game and post it on the POD bulletin board outside the Pro Shop.
- Prepare the flight sheets and put the clipboards out with the game sheet.
- Collect flight sheets and score cards following play on Tuesday.
- Determine winners & payouts in each flight; fill out the certs report and email or deliver to Lakeview accounting.
- Post weekly winners on the league bulletin board and on the website on Wednesday.
- Provide POD cards to the Ringers chairman

Pink Ribbon Event

- Oversee all aspects of this charity event
- Consult with the President to select a Fall date and organization to receive funds
- Choose committee chairs for entry forms, tournament, scoring, food, donations/raffles, hole sponsorships, 50/50, etc. — see the Pink Ribbon Book
- Conducts the day's events
- Serve as or select MC for awards ceremonies
- Provide final accounting

Publicity

- Arrange for local press coverage of special events
- Work with the historian to provide pictures for local newspapers
- Write up & send tournament results to local newspapers, with pictures

Ringers & Birdies

- Keep track of birdies and award ONE birdie pin per year to each gal who has one or more. Place the pins in small envelopes in the Willowcreek 18 accordion folder in the Pro Shop.
- Collect the \$5 fee from those who wish to participate in the optional Ringers Board.
- Keep the ringers board up to date (spreadsheet is easiest for entering), and post it in the restroom and on the website. It consists of each participant's best score on each hole over the course of a year, from President's Cup to President's Cup
- Determine gross and net winners in each flight and announce winners and cash payouts at the Christmas luncheon

Rules

- Answer questions when a rules situation arises
- Be available for tournaments
- Plan ways to share and clarify rules to the membership

Social Committee

- Plan the menu for October & February membership meetings following golf at Marinette Center
- Plan for the Christmas luncheon & Spring Brunch at local country club venues
- Produce flyers announcing these meetings well in advance & post in restroom, on bulletin boards, etc.
- Prepare envelopes for collecting funds from participating members
- Handle details and payment with suppliers or CC managers
- Purchase any table favors, if using
- Serve lunch, if the committee is preparing it
- Can have a 50/50 to help defray costs or provide services

Mixers — see separate document

Pairings

- Do weekly pairings and deliver/email them to the Pro Shop, no later than Wednesday afternoon.
- Email copy of pairings to Website Administrator for posting on website.
- Post copy on Bulletin Boards both at WC Golf Course by tee time and alphabetical.

Sunshine

- Send cards to members who are hospitalized, ill at home, or have lost a loved one
- Take calls from members who are aware of these events
- Keep a record for incidents & cards sent each year
- Provide a list to the Historian at the end of the year for her records

Team Play

- A, B, and C divisions of Team Play are governed by procedures set up by SCWGA
- Team Play captains for each division will post sign-up sheets & determine players and line-up for each Willowcreek Team Play Day
- Captains of each division will attend Team Play meetings and play days, and keep track of standings, and report to the membership as needed
- Captains will collect funds from those attending Fun Day in March

Telephone Committee

- Call officers and committee heads to remind them of Board meeting.
- Call membership for meetings and luncheons (if they haven't paid).
- Call membership for specific purpose if requested by president.

Tournaments

- Organize and conduct the Memorial (January), the Club Championship & Eclectic (March) and the President's Cup Match Play events each year.
- Arrange for sign-up and collection of funds for participants, beginning at least three weeks in advance.
- Provide flight information, written rules, and official scorecards for each event.
- Meet with Course Superintendent to make sure the course is prepared for tournament play
- Determine & post results; prepare certs reports & take or email them to the appropriate person at Lakeview

Website Administrator

- We have a basic website, hosted by Weebly.com, and we have active service until January 29, 2014 at which time we will be charged \$71.80 for a 2-year extension.
- Both the administrator and the editor can add to, delete from, and modify the site as well as grant different users the ability to edit the site.
- The Web master/administrator has control of the site and is responsible for the appearance and content of the Website.
- Before altering major content or posting information submitted by a member, the Web Administrator consults the president and, if she deems necessary, the Board.
- The Webmaster & backup are appointed by the President and content is approved by the President.

Welcoming

- Make immediate contact with all new members once we have received their info from the Treasurer, receives the application first.
- Set up an orientation meeting and go through the General Information for the League (which we have been emailing to them on the initial contact, as it can be overwhelming if they do not have time to review it first.) At this meeting we also show them around the clubhouse and bulletin boards, get their pictures for our bulletin boards and essentially go through the mechanics of Tuesday League play.
- We assure that they get a directory.
- Play a round of golf with them.
- Introduce them to other members and encourage them to sign up with different people to get to know everyone.
- We let them know that they can call or e-mail us or any of the Board members at any time for information or help!

MIXER TIMELINE AND DUTIES OF THE MIXER CHAIRMAN

FIRST MONDAY IN JANUARY OF EACH YEAR, TAKE SET UP REQUESTS FOR THE ENTIRE YEAR TO THE CLUB OFFICE - LOWER-LEVEL AT LAKEVIEW

ONE MONTH BEFORE EACH MIXER

1. TALK TO A CATERER AND CONFIRM A PRICE AND MENU
2. POST THE MENU AND SIGN-UP SHEETS ON THE MIXER BOARD

WEEKEND BEFORE MIXER

1. Pick up signup sheets and make yourself a couple copies. Pick up checks in Mixer Box. RETURN ORIGINAL SIGN UP SHEETS TO THE BULLETIN BOARD FOR LAST MINUTE SIGN UPS.
2. Figure out how many are playing and how many dining. Match checks to diners and endorse them for deposit. Make list, or copies of the checks and amounts so you can prove what you have gotten and from whom. Make copy of your deposit slip.
3. Make a list of folks not paid for dinner yet.

MONDAY BEFORE MIXER

1. Settle on your caterer and selection of menu, and price. Give them a rough estimate of a count from prior months.
2. Deposit any checks you have.
3. Send out email to unpaid players reminding them to bring check to golf on Tuesday.

TUESDAY BEFORE MIXER

1. Take reminder list of unpaid diners to golf.
2. Check box to see if you have additional checks
3. Spot your late payers and get their checks or a commitment to get it to you.
4. Check for any new players, and diners or cancelations on the signup sheet so you can correct your count. Pat Jennings will take down sign up sheet that day. (If she continues working with you).
5. Pick up checks at the end of the day or Wednesday morning.
6. Resolve any problems on the sheet, assign partners for those that don't have one or find partners, if needed. Call couples that normally play, if not signed up and you need players to fill in.
7. Notify Starter how many players you have for Sunday.

WEDNESDAY BEFORE MIXER

1. Keep collecting checks and depositing them.
2. Check with caterer today or tomorrow with final count, time for serving, etc and make sure the \$\$ they tell you matches what you have collected. Resolve any discrepancies.

3. The timing with your caterer might be different depending on who you chose. They might need more notice on the count. Try to get them to agree to a 72-hour notice on the final count.
3. Pat and Polly (if same people) will be selling the mulligans, checking in players, handing out scorecards and collecting any unpaid dues. Pat keeps a record of who has paid during the year. Players do not get their scorecard without paying their dues.
4. Be on hand to explain the game rules.
5. Pat will give you a receipt for candy or supplies, you can pay her that day from the mulligan or 50/50 money.
6. Pat will give you the mulligan cash, dues and the mulligan tickets or she will bring the tickets to the dinner. Make note of the amount she gives you and have her sign the ticket. Make a note of what you have taken in.
7. The Table Committee will give you any receipts they have for snacks, decorations etc. Pay them that day from the 50/50, or mulligan money.
8. Once everyone is checked in, give Pat and Polly time to get ready to play and then go to Pro Shop and welcome the players, review rules, if needed and send players to their holes.
9. Get the sweeps amount from the check in desk at that time or if not ready, stop by on the turn or right after the round. This way you know exactly what has been paid in on the sweeps. Should match your count of players.

AT DINNER

1. See caterers and get their invoice and pay them. Make sure everything is set up properly.
2. When everyone has arrived at approximately 5:30, welcome all and begin randomly sending tables to the buffet line. You can either have someone collect the tickets or set out a basket for them. Sorry, you eat last.
3. If seconds are available, let people know that.
4. Eat dinner and then begin the festivities.
5. The scorers will give you the flight sheets with the winners. Depending on the amount of funds from sweeps, etc you can decide if you will pay ties or not. They will also have the closest to the Pin winners and will give you the card on them.
6. Make any announcements, introduce new players (Pat many times will tell you the new players). Birthdays, anniversaries, anything you want to bring up.
7. Select the mulligan winners from the tickets given to you from Pat.
8. Have 50/50 folks draw the winners and announce them. They will give you the cash collected. Again, have them sign a ticket and give you the cash.
9. Announce the winners of the POD and KP. Announce third place, second and first.
Hang around and let people know we have the room until 7:30 p.m.

MONDAY AFTER MIXER

1. Complete Certs form. Depending on the amount of money in certs or any money you might add will depend on the pay out in each flight. In the past, it has been \$5, \$3, \$2 (first, second and third) Due to decrease in attendance, you may need to lower that amount or only pay two places, not pay ties this will just have to be decided as you go along. You may need to add to the amount of certs from your cash collected from 50/50.

FIRST VICE-PRESIDENT JOB DISCRPTION

WILLOWCREEK LADIES 18 HOLE GOLF LEAGUE

1. Primary duty is to help the President in any way possible and assist her when asked for special assignments and prepare for your year as President.
2. Reserve the rooms needed for our general meetings, board meetings and Sunday mixers along with any tournaments. You must fill out the RCSC Charter Cub Usage and Club Meeting Schedule (FormBP12-2). You must also fill out the Club officers form (BP12-3). These forms need to be filled out in January for the following year that you will be president. They are due no later than March but to be assured of getting the meeting rooms it is best to get them in early. You will turn them into the Club Members and Activities office at Lakeview Rec Center.
3. The Golf-Annual Special Event Schedule also has to be created which is our golf calendar for the year. A copy is included in our book under calendar and you should get the file from the out - going president. You will turn the calendar into Chris Linam at Riverview Pro shop.
4. Attend the Board-Member exchanges when necessary. This would be if a golf agenda that would pertain to our league was being discussed. Be prepared to represent our league if necessary.
5. You will need to appoint chairs of all the committees for your year of office. This should be completed not later than middle of your term before the snow birds go home so the names can be published in the directory for your presidency. You should meet with your committee chairman for Tournaments, Social, Guys and Dolls and Member/Guest to make sure our dates do not fall on the same day as other courses and make sure the Country Clubs or Rec Center Halls are reserved for these events.
6. Appoint Team Play Captains during your term as Team Play starts in November and ends in March.
7. Prepare and print the Directory and Handbook for your year of presidency. You will get the file and will make corrections or additions as the year goes by. This should be completed by the end of November and printed in time to hand out at the Christmas luncheon. Moore Graphics does our printing, you need to get them the file as soon as possible after the cut off for membership. The count will be determined by membership. Plus 12 for SCWGA members, 10 for welcoming committee, 4 extra for WWGA officers.
8. In November meet with your treasurer and the out-going treasurer to set your budget for your term of office.
9. You are given a budget of \$75 to purchase a gift for the President to be given to her at the December Luncheon and installation of officers. Once installed you will make a short speech and adjourn the meeting.
- 10.***
You will attend the December Umbrella Meeting which is a brunch to introduce the new Presidents of each club and the new officers. This allows you to meet the SCWGA ladies that you will be working with during your term as President.

Willowcreek Ladies 1 8 Hole League

Play of the Day — Job Description

1. Decide Play of the Day.
2. Determine number of flights based on number of members signed up.
 - a. There should be a minimum of 15 per flight if possible.
3. Prepare flight sheets with Play of Day, flight number including handicap range and date.
4. Post Play of the Day poster, flight sheets and handicap sheets on Monday or a minimum of 1 hour prior to first tee time on Tuesday.
5. Pick up score cards and flight sheets after everyone has completed play on Tuesday.
6. Pick up computer receipt showing sweeps paid from the pro shop. This will determine the amount of money that will be distributed to the winners for that day.
7. Check all scores cards to ensure all players have signed the card. Anyone not signing the card will be disqualified.
8. Determine the winners for each flight. Check winners for adding and posting errors. Errors in addition etc. will be disqualified. You will pay approximately one third of the field for each handicap sheet.
9. After winners have been determined, complete the Certs Request Form with the winner's name, rec card number, score and amount paid.
10. Print copy of the form to be posted on the bulletin board at Willowcreek. Email a copy of the form to certsaz@sunaz.com
11. Put the scorecards in the drawer for the ringer chairman.
12. There will be no play of day on Member/Guest or Guys and Dolls.
13. Play of the Day for the Medallion will be Low Gross/Low Net.
14. Keep one year of Play of the Day sign up sheets and cert request for your records.