

## **SLGA Board of Directors Responsibilities and Committee Descriptions (2007)**

**President (Officer)** – Serves as the Presiding Officer of the Board of Directors. An ideal candidate is outgoing, has good people skills, strong leadership and organizational abilities, a willingness to delegate, and have enough time to dedicate to overseeing all aspects of Somerset Ladies Golf Association.

- Shall call and preside over all Board of Directors meetings
- Create agenda with input from Board members in advance of meetings
- May act for the board between Meetings
- Appoint all standing and committee Chairpersons
- Appoint Chairpersons of special and other committees as may be deemed necessary
- Shall be an ex-officio member of all committees with the exception of the Nominating Committee
- Shall be the liaison or appoint a representative between the Country Club and SLGA.
- Participate in most, if not all, events to promote SLGA membership and participation

**President – Elect (Officer)** - The President-Elect should have many of the characteristics of President, and be able to assist the President in the planning and the administration of the SLGA.

- Help the President facilitate all meetings to ensure effective and productive meetings
- Monitor monthly committee meetings
- Follow-up with Board members and Committee Chairs to ensure responsibilities are met on time
- Work with committee chairs to determine their committee needs and coordinate the development of volunteer job descriptions to ensure all volunteer needs are met
- Will preside at meetings of the SLGA in the absence of the President and will step in as President for the remainder of the term should the office of President become vacant
- Shall perform duties delegated by President in overseeing SLGA. Participate in most, if not all, events to promote SLGA membership and participation

### **Vice-President (Officer)**

- Maintain overall SLGA events calendar including golf, education, social, Board and tournament events
- Generates Membership Handbook
- Updates position descriptions and By-laws
- Serve as Chairperson of the annual end of season Golf Tournament and shall submit a proposed budget for the Tournament for approval of the Board of Directors
- Will act as delegate to the Northern Nevada Women's Golf Association (NNWG)
- Support President in achieving SLGA goals
- Act as timekeeper at all Board meetings to ensure effective and productive meetings
- Participate in most, if not all, events to promote SLGA membership and participation

**Secretary – (Officer)** - Act as a recorder at all Board meetings to accurately document discussions and action items. Distribute minutes to Board and Committee Chairs within one week of the meeting.

- Keep records of all membership and Board of Directors' meetings for not less than two years
- Post and/or e-mail monthly Board and membership minutes each month
- Keep a record of Board decisions separately for easy reference, maintain records of job descriptions, procedures and rules revisions to update each year and shall file all committee reports at the end of the year.
- Maintain a current copy of the member list to provide mailing labels as required.
- Participate in most, if not all, events to promote SLGA membership and participation
- In conjunction with the Treasurer, provide mailing labels on an as needed basis and develop/distribute directory yearly

### **Treasurer – (Officer)**

- Maintain detailed financial records and present financial status at all Board meetings
- Deposit SLGA funds as received; pay all SLGA bills in a timely manner
- Prepare the annual operating budget by March 1, based on input from committee chairs and board
- Take charge and be responsible for all funds received and disbursed by the organization
- Collect all dues and fees
- Prepare signature cards bearing signatures of the president, vice president, Secretary and Treasurer
- Maintain current member list and directory
- Participate in most, if not all, events to promote SLGA membership and participation
- Maintains membership data

### **COMMITTEES - Chairpersons**

The President shall appoint the following committee chairpersons: Communications Chair, Handicap Chair, Social Events Chair, Tournament Chair, Membership Chair and Historian. Chairpersons will be required to attend Board meetings from time to time.

Each Chairperson shall appoint a committee as required with the approval of the Board, and shall keep records of all committee meetings, decisions and operations of the committee, copies of which shall be given to the incoming Chairperson at the expiration of the term of office. Committee meeting minutes shall be e-mailed to the Board of Directors in a timely fashion. Committee chairs to determine their committee needs and develop volunteer descriptions to ensure all volunteer positions are met. Provide a copy to the board for approval and retention.

Special Committee Chairpersons shall be appointed by the Board as the need arises, and these Chairpersons and their committees shall be discharged by the Board at the end of the performance and responsibility for which they were appointed.

All committees shall work together and cooperate toward the success of all SLGA activities. Committees will meet once a month.

#### **Communications Chair**

- Develop communications plan to keep members informed of activities
- Prepare and distribute newsletters to entire membership \*
- Produce invitations to all events and send reminder notices as appropriate to ensure participation \*
- Become familiar with and enforce SLGA logo usage so all SLGA materials have consistent and professional look
- Develop and implement media program to promote SLGA to the community \*
- In support of Club goals and in conjunction with other Board members, actively promote kickoff and other membership recruitment activities.
- Develop and maintain SLGA website in conjunction with NNWGA.
- Create job descriptions for volunteers as needed
- Participate in most, if not all, events to promote SLGA membership and participation

(\*As approved by the Board)

#### **Handicap Chair**

- Develop and implement educational program to meet the needs of both new and experienced golfers
- Maintain relationships with Club and teaching pros in order to implement education programs
- In conjunction with other Board members, develop a calendar to list education events for the year
- Lead planning and execution of all education events
- Develop and implement a handicap development program
- Develop and implement a handicap maintenance program
- Provide updated handicap reports as needed
- Plan and execute a handicap awareness program
- Participate in most, if not all, events to promote SLGA membership and participation

#### **Social Events Chair**

Create, oversee and assist a committee in their efforts to develop and implement the following:

- Plan and execute annual kick-off event
- Develop and implement social networking program to meet the needs of a diverse membership
- In conjunction with other Board members and Chairpersons, develop a calendar of social events for the year
- Lead planning and execution of all social events
- Plan and execute season-end awards banquet
- Participate in most, if not all, events to promote SLGA membership and participation

#### Tournament Chair

Create, oversee and assist a committee in their efforts to develop and implement the following:

- Develop and implement a comprehensive golf program including golf leagues (i.e., 9-hole, 18-hole, AM, PM groups) and special events to meet the needs of both new and experienced golfers
- Maintain Club and teaching pro relationships in order to implement golf programs
- In conjunction with other Board members and Chairpersons, develop a calendar of tournaments for the year
- Lead planning and execution of all golf events including awards and trophies
- Participate in most, if not all, events to promote SLGA membership and participation

#### Membership Chair

- Develop and oversee implementation of member recruitment program\*
- Develop and oversee implementation of member retention program\*
- Develop and oversee implementation of member welcome program\*
- Develop and oversee implementation of member orientation program\*
- Coordinate the recruitment of volunteers and recognition program
- In conjunction with treasurer, create and maintain the membership database
- Provide membership status report at all meetings
- Conduct member orientation events\*
- Prepare and oversee distribution of member recruitment packets\*
- In support of SLGA goals and in conjunction with Board and committee members, ensure a successful kick-off occurs for optimal recruitment
- Participate in most, if not all, events to promote SLGA membership and participation

\* (As approved by the board)

#### Historian Chair

- Keep all memorabilia as it pertains to SLGA pictures, events.
- Maintain historical record of SLGA

#### Nominating Committee

- SLGA Officers and members of the Nominating Committee shall be elected at the general meeting held in October.
- The Nominating Committee shall be composed of a Chairperson and five (5) members
- The Chairperson will have served on the committee in a previous year
- One Committee person shall be a past member of the Board of Directors
- Members shall serve one (1) year with the exception of the Chairperson
- The Nominating Committee shall prepare slates for election of next years officers and next years Nominating Committee and present the slates to the Board of Directors at its August meeting. The President-Elect shall be slated as President whenever possible.
- The Nominating shall confirm the willingness of all candidates to serve before they may be nominated
- These proposed slates shall be posted for the general membership four (4) weeks prior to the October general membership meeting
- Nominations, in addition to those of the Nominating Committee, may be submitted by two (2) members of the general membership
- They must be in writing
- They must be received by the Nominating Committee fourteen (14) days prior to the general membership meeting
- The Nominating may accept the nominations only after verifying that nominees are willing to serve in the position
- Once accepted, the Nominating Committee will post the nominations at least seven (7) days prior to the general membership meeting in October