

## **GSWPGA Chair Position Job Descriptions**

Position: President

Term: Officer position elected for one year by the general membership at the Annual Awards Luncheon.

### **DUTIES**

- Appoint Committee Chairpersons who were recommended by the Nominating Committee.
- Ensure that all new Officers and Committee Chairpersons have received their respective notebooks and are oriented to the duties of their position.
- Oversee all activities of the GSWPGA and be the official spokesperson.
- Schedule, prepare the agenda and preside over all Executive Committee Meetings, Board of Director's Meetings and Annual Awards Luncheon of the general membership as follows:

January	Executive Committee Meeting
February	Board of Director's Meeting
May	Executive Committee Meeting
July	Board of Director's Meeting (held immediately following Summer Sweeps Tournament)
November	Executive Committee Meeting (held immediately following Annual Awards Luncheon)
November	Annual Awards Luncheon

- May call special meetings at any time by following the procedure outlined in the Bylaws- Article No. IV.
- Direct all Association events assisted by the members of the Executive Committee and Board of Directors, as needed.
- Be available to assist all Officers and Committee Chairpersons, as needed.
- Select a charity for the President's Charity Cup Tournament. Organize and conduct a raffle (if so desired). Present funds to the selected charity.
- Be custodian of all acquire material from previous years, namely, books of the President, Secretary, Treasurer and Historian, that are no longer in active use and keep them in good condition, not adding to or removing pertinent data.
- Appoint an auditor with the assistance of the Executive committee for the yearly audit of the Association's books.
- Perform all other duties pertaining to the office as required.

**Position: Vice President**

**Term:** Officer position elected for one year by the general membership at the Annual Awards Luncheon in November. The Vice President will accept the President candidacy for the following year.

**DUTIES**

- Perform the duties of the President in the latter's absence.
- Attend all Executive Committee meetings, Board of Directors meetings, Annual Awards' Luncheon in November and all other general meeting of the membership.
- Assist on the Finance Committee.
- Assist on the Tournament Committee.
- Assist with Tournament activities; i.e., registration, verifying scores and posting as needed.
- Give President's gift and Plaque at November Awards' Luncheon.

Rev. November 2015

## **Position: Treasurer**

Term: One Year Duties:

Prepare and present the Annual Budget for approval for the coming year. This is done at the first meeting of the year in January.

Responsible for tracking the income and expense for each tournament.

- 1) The tournament chairman sends a packet containing each clubs tournament sheet listing all players participating and a check for green fees/entry fees.
- 2) Prepare a detailed report showing # of entries, # of senior players, # of regular players, and the total amount of the entry fees. All of this must balance to the checks received.
- 3) On tournament day the treasurer is responsible for the following:
  - a) introduce yourself to the golf course staff
  - b) pay the appropriate green fees to the golf course
  - c) receive flight sheet results from the tournament chair via e-mail and determine the winners and appropriate pay outs
  - d) prepare a detailed report showing the income/expenses for the tournament
  - e) prepare the winners report showing the results of each club by name and amount won. This report is then sent to each clubs City Rep along with a check for the amount won. This needs to be done within 5 days of the tournament. Also send the report to the clubs that did not participate in the tournament
  - f) send tournament results to Webmaster for posting on the GSWPGA website
  - g) post the tournament results to the annual payout report which shows by each club the winners name and amount won. This report is on-going for each tournament and will be given out at the year-end annual luncheon
  - h) Update all reports at the end of each tournament

Track all expenses for the Association. As expenses are submitted they need to be reviewed and they must have the appropriate receipt attached. Upon approval a check is then written to the person requesting payment. It must then be posted to the expense report.

- Reconcile bank statements on a monthly basis.
- Attend executive and board meetings throughout the year.
- Work closely with the Tournament Chairman and President.
- Notify Trophy Chairman of winners of President's Cup, Carmen Johnson and Champion of Champions so perpetual trophies can be updated.

- At year-end, present the final budget for approval showing the actual income and expense compared to what was budgeted at the beginning of the year.
- Prior to the year-end Annual Luncheon, finalize the annual report showing all of the winners and their respective payouts. Photo copy enough for each person attending.
- Responsible for having financial records audited and filing an income tax report for the Association with the Internal Revenue Service (IRS) of the United States Treasury per current IRS rules.
- Notify the IRS of an address change for the treasurer, given to the organization's bank, e.g. an address change for the current treasurer or when a new treasurer assumes responsibility.

Tips/Skills for this position:

Good at balancing bank statements

Detail oriented

Knowledge of Excel, however not necessary

Revised May 2010

## Position: Secretary

In addition to this Secretary's Notebook, you should receive and maintain a digital version of the organization's governing documents, meeting minutes and correspondence. If you did not receive that material contact the previous Secretary to obtain the digital information. Copies on the GSWPGA Website are pdf versions of the documents which cannot be edited. Retrieved web documents are unformatted requiring extensive work to reformat.

In addition to other responsibilities, the GSWPGA Secretary creates/maintains the organization's documentation including this document. For example, following each meeting the Secretary generates meeting minutes and sends those to the meeting attendees for review via email. If the meeting was an Executive Committee meeting or General Board meeting the minutes should be sent to all members of those Boards. She incorporates revisions submitted into the original and resends the revised minutes again, until the minutes are agreed to by all. Note: Revisions are generally submitted by the meeting attendees but occasionally a revision may be submitted by a board member who did not attend the meeting because of knowledge they would have provided had they been able to attend.

A method for document revision control is required because the minutes can be sent out to the attendees several times before final approval. A simple method for revision control includes beginning with the 'draft' version, and then numbering each revision of the minutes, until the 'final' version (the version approved by all) is reached. For example, the process for obtaining approval of an Executive Committee meeting minutes would include the following steps:

- Revision – Draft is the first set of minutes created by the Secretary and sent out to the Executive Committee for review via email.
- Revision – A is the second version of the minutes created by the Secretary incorporating all the inputs received by the Secretary from the Executive Committee members. **Revisions in this (and any subsequent) version should be in another color and the revision indicator should also be that color replaced verbiage is maintained by shown with a strikethrough of the text. Changes made in Revision A could be red and the letter indicator also red. This makes reviewing each revision easier.** The Secretary will want to allow a little time for the Executive Committee members to respond so that she can incorporate as many changes as possible before sending the next revision out for review. This will minimize the number of required revisions.
- Revision – B (and so on) is the next version of the minutes created by the Secretary. **Another color should be used for this revision.** This method of revision and review continues until the entire Executive Committee has approved a revision **as written**.
- Revision – Final is the last version of the minutes. It may have started at any Revision level prior to Final but it is the version that everyone approves. If, for example, the Secretary sent out Revision C and all the reviewers respond that the minutes are now

correct then Revision C becomes Revision Final. All strikethrough verbiage is removed, **all lettering is black** and this version is distributed to the reviewing Board. **Only then** are the minutes sent to the Web Master for publication onto the website.

- The computer file name should include the revision name (Draft or, A, B,C.....Final) in it so it is clear which revision is being reviewed. The documentation itself should also contain the name of the revision, again just for clarity as to which revision is being reviewed.
- This same revision control method should be used for the proposed changes to the Constitution, By-Laws, and Standing Rules.

## **Constitution and By-Law Changes**

Revisions to the Constitution and By-Laws must be approved by the General Membership. Any proposed revisions to those documents must be sent out via email to the member clubs to be posted for a minimum of thirty days at the club locations prior to being voted on at a General Meeting. If there is no place to post the document then it may be shared via email or snail mail with club members by the club's City Representative.

## **Standing Rules Changes**

Revisions to the Standing Rules may be approved by the Executive Committee and **do not require the thirty- day review** period or a vote by the General Membership. **It is important to be aware of decisions made by the Executive Committee during meetings that affect the Standing Rules (including the Policy Appendix). In that case both the Meeting Minutes and the revised Standings rules must go through the approval process prior to publishing on the website.**

## **Governing Bodies**

- The Executive Committee is made up of elected officers (President, Vice President, Secretary, Treasurer) and appointed committee chairs.
- The General Board is made up of the Executive Committee, Club Captains, Club Representatives, Club Team Captains.

## **DURING THE YEAR**

- Take roll call at all general GSWPGA meetings. For General Board meetings document the number of attendees from each member club. For Executive Board meetings document board members in attendance.
- Take minutes of all meetings and obtain minute approval following the detailed minutes review process noted above. Once final approval of the minutes has occurred email a copy of Revision Final of the minutes to the Executive Committee (and General Board if the meeting was a General Board meeting). Email a copy of the

approved minutes to the Web Master for posting onto the web site. Print a hard copy for the Secretary's Association Notebook.

- **Maintain copies of the current Constitution, Bylaws, and Standing Rules and several previous approved versions.** Copies of the current versions of these documents are available on the GSWPGA web site but it is the Secretary's responsibility to maintain current and historical digital versions of these documents and to make sure the Webmaster receives updated versions of the documents following review and approval.
- Become familiar with the contents of the Constitution, Bylaws and Standing Rules.

## **JANUARY**

### Greater Seattle Women's Golf Association (GSWPGA) SECRETARY'S DUTIES Revised 8/21/2018

- Early January develop an agenda for the January Executive Committee meeting working with the President.
- Obtain from the President the date and location for both the January Executive Committee and February General Board meetings.
- Email a 'heads up' notice of the February General Board meeting date/location to the General Board.  
(The General Board consists of the Executive Committee and Member Club Captains, City Representatives, and Club Team Captains.)
- Email a notice of the January Executive Committee meeting and the agenda to the Executive Committee members.
- Copy the previous year's GSWPGA Member Club Roster and update for the current year.  
Contact any clubs that have not returned the Club officers form letter (this should have happened at the November Awards Luncheon).
- Copy the previous year's GSWPGA Executive Committee and Chairpersons Roster and update for the current year.
- Print the GSWPGA Executive Committee/Chairpersons Roster for review at the January meeting.

- Record the minutes of the Executive Committee meeting and follow the detailed minutes review/approval and distribution process noted above.
- Develop the February General Board Meeting Agenda at the meeting.
- **Send out February General Board Meeting Notice and agenda to the General Board.**

## **FEBRUARY**

### **General Board Meeting**

10:00 AM - The Tournament Director(s) meet with the City Representatives and the Club Team Captains meet with The Association Team Captain.

10:35 AM – *Time is approximate. This meeting follows the Tournament and Team Meetings.*

The General Board Meeting begins (the General Board includes the Executive Committee, City Representatives and Club Captains).

- Call the attendance using the roll call form. Include this information in the meeting minutes.
- Distribute a copy of the Executive Committee/Chairpersons and Club Officer rosters for review/corrections.
- Record the minutes and follow the detailed minutes review/approval and distribution process noted above.
- Distribute via email the Executive Committee/Chairperson and Club Officer rosters to the Executive Committee and the General Board.

## **SEPTEMBER**

Obtain a copy of the November Awards Luncheon menu/signup sheet from the Social Chair. This flyer should include contact information for the Social Chair so that lunch reservations are handled by her. It should also give a cutoff date for reservations.

- Email reminder of the November Annual Awards Luncheon to each City Rep.
- Include the luncheon reservation flyer provided by the Social Chair.
- Include a reminder that each club is responsible to provide an item for the raffle held at the luncheon supporting Junior Golf and The Evans Scholarship.
- Include a blank club officer form to be completed and returned at the November Awards Luncheon. Note: Some clubs do not elect officers prior to that meeting and additional follow up with those clubs will be required.

## **OCTOBER**

- Working with the President develop the agendas for the November Executive Committee and the General Board meetings that will occur at the November Awards Luncheon.
- Distribute agendas for the November meetings to the Executive Committee and the General Board Meetings.

## **NOVEMBER**

Annual Awards Luncheon and General Board meeting. This is traditionally the 2<sup>nd</sup> Thursday of November and organization for that event and meeting space is the responsibility of the Social Chair who is appointed by the current President. The Executive Committee meets prior to the Luncheon so a smaller meeting room is required for that meeting.

- Take Roll Call and record the minutes for the Executive Committee meeting. Follow the detailed minutes review/distribution process noted above.
- Take Roll Call at the Luncheon General Board meeting and record the minutes. Follow the review/distribution process noted above.

Additional meetings may be called during the year if action is required. These meetings could be physical meetings or handled via email. Sub-Committees may also be formed to address issues. Those Sub-Committees would report back to the Executive Committee and documentation of those Sub-Committees findings would be documented in the minutes of the Executive Committee meeting.

Revised 8/21/2018

## **Position: Tournament Director**

### **October/November: Choose and book courses to play the following year**

- Schedule GSWPGA events on the 2nd Thursday of each month from April - October (7 times).
  - Rotate courses so each one is played at least every 2 years.
  - Call course pro's to schedule dates.
  - Presidents Cup Charity tournament is traditionally played at the President's course.
  - The July tournament has traditionally been played at Mt Si and is combined with the Champion of Champions. And the Championship rotates, so you choose 4 courses per year.
  - January/early February: Confirm courses and develop City Rep packets
  - Contact Pro's to get current greens fee rates, cart rates, start times, lunch specials, etc.
  - Attend GSWPGA Executive Board meeting, around mid-January.
  - Assemble packets for each City Representative. They include the schedule, forms for each tournament and information sheets
  - Hand out and review packet with City Reps at GSWPGA General meeting in mid-Feb.
- April through October: Organize, coordinate and run monthly tournaments**
- Using the Golf Genius program supported by the WSGA, Create each new tournament and enter specific course information.
  - Enter player names into Golf Genius, and keep data current.
  - Establish flights, using most recent handicap revision.
  - Set pairings and send to City Reps, Committee chairs and Officers 10 days prior to tournament.
  - Call pro to tell them number of players and how many tee times you will be using, 2 weeks before event, if possible.
  - Retain record of the number of players per club per tournament.
  - Get Rules from Rules Chair (via email), and make copies for players. Take to tournament.
  - Print score cards with specifics of that tournament, and take to course.

- Arrive at course 1 hour before first tee time, hand out score cards and coordinate helpers and wait for last players to finish.
- Enter scores into Golf Genius after tournament, run results. (You may need to add data at the end depending on the competition).
- Email results to the Treasurer by the Sunday after the tournament, if possible. The treasurer adds the payouts to the results and sends to the webmaster for posting.
- Email to the City Reps indicating that the results are out for that tournament.

**November: Trophy and Awards Luncheon**

- Compile statistics of numbers of players per club per tournament, and present at the Trophy and Awards Luncheon.
- Hand out tentative schedule of tournaments for next year.

Developed by Cathy Woodburne, Tournament Chair 2013, 2014, 2015

edited by Carrie Bullinger May 2017

## **Position: Historian**

**At the end of the 2003 golf season, the present Historian Chairperson recommended to the Board of Directors a method to eliminate continual storage problems of pictures, history records etc. for the club. The following was voted upon by the Board of Directors in 2003:**

The Historian Chairperson will be responsible for the taking of event pictures or scheduling someone to take pictures at all events (including the year-end awards banquet) each season. Expenses for taking those pictures will be reimbursed (please check with the treasurer prior to the start of each season to confirm the amount of money budgeting). If you don't have a camera available for use, it may be necessary for the club to purchase a camera. Disposable cameras are also an option. Save all receipts to be reimbursed by the Treasurer. These pictures will be used for making a "Picture/Memory Album" for the outgoing president. This album should be presented to the Outgoing President at the end-of-year Awards Banquet if possible. (This album should contain the Executive Board Listing, Events Listing, Winners, pictures of the previous year's events and lots of pictures with the President holding meetings, working at monthly events etc.) No photo albums will be made for the club to keep, as it is a big problem for each Chairperson to store everything while she is Historian.

A plastic "History" storage box has been started which contains pictures of previous events as well as an updated 3-ring "History Binder" which includes condensed listings of previous winners for previous Champions, Presidents, Team Winners, etc. (anything that seems pertinent to the history of the club). **This binder should be updated at the end of each golf season by the present "Historian Chairperson"**. It is a nice gesture to have this box of memory information available at the 3-day City Championship as well as the end-of-year awards banquet held in November. People seem to really enjoy looking at them and looking back on so many good times on the links with special friends!

The "History Binder" needs to be updated prior to the November Awards' Banquet for each respective category (i.e., President, President Cup Winner, Team Winners, City Championship Winners etc.).

All historian information (storage box with albums and "History Binder" shall be updated prior to the Year-End Awards' Banquet in November and given to either the incoming President or incoming Historian. (If the transfer isn't completed in November it should be done at the January Executive Board Meeting).

Revised October 2004