

QUAIL CREEK LADIES GOLF ASSOCIATION (“QCLGA”)

JOB DESCRIPTIONS

IN GENERAL:

All Officers and Committee Chairpersons shall:

- Attend all Board and General Meetings if possible and send talking points for meetings to President and Secretary five (5) days prior to all meetings
- Review and submit any additions/corrections to Minutes to Secretary within two (2) days of receipt
- Approve Meeting Minutes within two (2) days of receipt
- **BE AWARE OF OTHER MEMBERS’ RESPONSIBILITIES AND ASSIST/COVER AS NEEDED**

OFFICERS

PRESIDENT – Voting Member

- Attends Board and General Meetings.
- Candidates for President should be board or committee members or have relevant prior experience.
- Acts as Chief executive officer of QCLGA and ex-officio member of all committees except the Nominations and Elections Committee.
- Upholds the QCLGA By-Laws and Standing Rules.
- Has signing authority on QCLGA bank accounts.
- Prepares the agenda for all meetings and requests talking points five days prior to all meetings.
- Chairs (or designates a chairperson) all General Meetings and Board Meetings.
- Represents or designates a representative to the Green Committee as a voting member and participates in assigned sub-committees.
- Holds a Board meeting to choose Committee Chairpersons prior to the first General Meeting.
- Provides new Committee Chairs with copy of her Job Description
- Selects two members from the general membership (not elected official or committee chairs) to form an Audit Committee in December. The Audit Committee will report directly to the President. Members should have general accounting knowledge or work experience.
- Performs an examination of the Treasurer’s records for the prior year and certifies to the correctness of the records. The auditor’s written report, when given to the President, shall have the effect of approving the Treasurer’s Annual Report to the general membership.
- Appoints five members to comprise the Nominations and Elections Committee. This committee must be approved by the Board by April 1st .

VICE-PRESIDENT – Voting Member

- Attends Board and General Meetings.
- Acts in the President’s role in her absence.
- Arranges meeting rooms for all Board and General Meetings with Banquet Manager in early March of each year based on QCLGA calendar.

- Coordinates luncheons and banquets with the Banquet Manager including negotiating the cost, menu, arrangement of table set-up, chairs, podium and microphone (if needed).
- Forwards invoice from Banquet Department to Treasurer for payment.
- Supports special projects as required and assigned.
- Coordinates all requests with Tournament Committee for special tournaments, ie., the Grill patio.
- Coordinates the “Back to the Community” charity tournament with QCLGA 9’ers and QCLGA Putters and chairs the event.
- Plans the Awards/Christmas banquet including negotiating cost of luncheon, menu, table set-up, chairs, podium and microphone (if needed).
- Coordinates with Chairperson of Ringer’s, Birdies and chip-ins for announcements of seasonal, yearly winnings.
- Obtains and presents in consultation with Treasurer the outgoing President’s gift.
- Other duties as assigned by the President.

SECRETARY – Voting Member

- Attends Board and General Meetings.
- Requests talking points from all Board members and Committee Chairpersons five days prior to all meetings.
- Records and prepares draft minutes of all QCLGA Board and General Meetings including names of all attendees, committee reports and results.
- Distributes draft minutes to Board Members seeking comments, additions or corrections.
- Promptly finalizes and forwards Minutes to Board members and Website chairperson for publication.
- Maintains Minute Book including documents that belong to the organization as required, including, but not limited to the Minutes of all QCLGA Board and General Meetings.
- Conducts correspondence as directed by the Board.
- Presides over all Board and General meetings in the absence of the President and Vice-President.

TREASURER – Voting Member

- Attends Board and General meetings.
- Shall have a working knowledge of accounting software.
- Shall keep or cause to be kept, true and correct records of accounts in accordance with generally accepted accounting principles.
- Shall be the financial advisor for all major tournament committees - Member/Guest, Robson Challenge, charity of choice etc.
- Maintains an accurate record of all funds received and dispersed.
- Promptly deposits all cash or checks made payable to QCLGA to its bank account.
- Ensures that all cash deposits and checks are accompanied by a detailed Income Received Form (*forms are on Website*).
- Pays invoices submitted to the QCLGA (all invoices must be accompanied by a receipt and a fully completed Expense Reimbursement For).
- Ensures that any expenses over \$100.00 have prior Board approval before payment.
- Prepares monthly reconciliation of bank account and submits to the President.
- Maintains all reports in Treasurer’s records for audit.

- Provides the Board with monthly Treasurer's Report by email for electronic approval (print out and keep emails in file).
- Sends quarterly financial statements to Webmaster for posting.
- Prepares budget, collects and deposits all funds received, pays and posts all expenses, maintains ongoing report of tournament budget status, submits final budget report to the Board.
- Maintains record of all new member applications and forwards copies to all Board members and committee chairs.
- Sends any Board-approved donations to the charity of choice with a letter on QCLGA letterhead in the event of the death of a QCLGA member or spouse.
- Maintains and forwards updated list of Hole-in-One members to President and Webmaster.
- Finalizes/prepares all documents for the annual audit at year's end (December 31).
- Coordinates with the President the next year's budget for approval in January by the new Board.

TOURNAMENT COMMITTEE CHAIRPERSON – Voting Member

Attends Board and General Meetings.

- Recommended Skills: Math (specifically order of operations), Proficiency with Microsoft Excel and Word
- Trains new members of the Tournament Committee in the use of the Tournament Manager Application, Golf Genius
- Advises the Director of Golf, Assistant Golf Professional and Course Superintendent of annual QCLGA events to facilitate proper coordination of the monthly Chelsea Golf calendar and any required set-up requirements for the golf course

Coordinates with the QCLGA Board to ensure Tournament Committee budgets are in place for the following:

- Tournament Supplies such as scorecards, paper, ink
- Special Events: QCLGA Team Challenge, and holiday events
- QCLGA Championship for payouts, goodie bags, supplies
- GJWTHF/Prickly Pair: any shared costs with other leagues, bartender, etc.
- Member Guest Tournament Committee Supplies

Must be able to attend scheduled Board and General meetings:

- Provides the Secretary with a Tournament Chair report prior to meetings
- Presents information related to weekly tournaments as necessary
- Presents information related to the playing and scoring of weekly tournaments as necessary

Following Year Calendar Development:

- Schedules and coordinates the annual preparation meeting with the QCMGA for scheduling major events for the following year calendar. Follow-up review with assigned Tournament Coordinators and QCLGA Board Members
- Coordinates with the QCLGA President and Vice-President for scheduling of special events and general meetings that require reservations of rooms/food/facilities
- Coordinates qualifier dates with appropriate SDWDA/AGA, Robson Challenge and Interclub Chairpersons to support these special competitions
- Coordinate with Tournament Committee members to define events and coordinators
- Develops and distributes the following year calendar to the QCLGA Board for review and approval
- Provides copies to the Pro Shop, QCMGA and QC9holers

Managing Current Year Calendar:

- Prepares and distributes information pertaining to tournaments and dates to QCLGA members as needed
- Moves/changes coordinators and events as situations require. Communicates with the QCLGA Board
- Sends updated copy to Webmaster for publication, QCLGA Board, Publicity Chair and Pro Shop

Development of annual Golf Genius Account and Portal:

- Maintains Customer Managers and Administrative Access
- Develops and Maintains Golf Genius Player Roster, ensure correct custom fields are set and players are registered properly within GG and with the AGA
- Ensures all Quail Creek course details are downloaded, certified by AGA, and correct
- Ensures all tee and course information are correct
- Develops annual GG portal access for player tee times, results, and player information
- Develops League and Event sections to support annual GG calendar
- Ensures GG calendar is populated with correct rounds, dates, and event information for sign-ups.
- Communicates to membership annual GG Portal sign-in instructions
- Ensures GG invites are set to be delivered to membership 2 (weeks) prior to the event

Coordinates each tournament or event from the initial planning stages until completion of the event:

- Updates GHIN handicaps before each event
- Sets up tournament, flights and pairings
- Prints Scorecards
- Amends pairings as necessary for last minute additions and/or deletions
- Communicates event directions to players
- Delivers pairings and starting tee information to the Pro Shop
- Scores tournaments and configure payouts
- Provides Player Pay Summaries to the pro shop (winner payouts)
- Provides Low Gross and Low Net Excel spreadsheets for special competitions if needed
- For major tournaments, communicates Conditions of Play to membership.
- If a Rules infraction occurs, communicates to the QCLGA Board and the Rules Committee for resolution.

PAST PRESIDENT – Non-voting Member

- Attends Board and General Meetings.
- Serves on Board in an advisory position.
- Chairs Robson Challenge.
- Collaborates with the current President to notify players who have qualified of the date, location and event times.
- Finalizes the Quail Creek team.
- Organizes Robson Challenges that occur at Quail Creek.

COMMITTEE CHAIRPERSONS

AGA/SDWGA CHAIRPERSON

- Attends QCLGA Board and General Meetings.
- Refers to complete list of duties of the Southern District Representative (on SDWGA website).
- Attends the SDWGA Spring/Summer Partners and Fall Partners Board of Directors Meetings held on the 1st day of the Southern District Spring/Summer and Fall Partners Tournaments-
- Identifies dates of qualifying rounds for State Medallion, Del Sud and Telegraph Tournaments and shares with Tournament Committee for placement on calendar.
- Tracks scores for State Medallion, Del Sud and Telegraph Tournaments.
- Arranges entry to State Medallion Tournament (entry form payment).
- Selects a voting alternate to act in her stead if unable to attend a meeting.
- Advises the SDWGA Secretary in advance, by email, of the name and contact information of the designated alternate representative who can receive emails and who will otherwise carry out her duties in her absence or incapacity.
- Discusses and provides a copy of the “Duties of the Southern District Representative” with her alternate.
- Announces winners of tournaments, provides photos to appropriate locations (Publisher, News Blast, Website).
- Announces winners and award winnings at General Meeting.

Dues:

- Dues are \$10.00 per member per year.
- Remits \$5.00 per member along with Roster to SDWGA membership chair.
- Collects dues in the Fall and remits no later than January 10th. Renewal forms are on the Website.
- Members from more than one club may belong to SDWGA - handicap verification must be available.
- Dues form: mail to SDWGA membership chair with check and list of paid members (keeping a copy for your notebook).
- Dues for new members may be paid at any time during the calendar year (January 1 – December 31), but unless otherwise requested, will be considered as payment for the current year.
- Each club shall determine how the SDWGA dues retained by the Club (\$5.00) are allocated between the two local SDWGA Tournaments (Del Sud and Telegraph). The \$5.00 retained by the club must be used specifically for these two tournaments. If dues are paid after both tournaments have been played, the \$5.00 may be held and added to the prize money for the following year.

Other Duties:

- Answers all correspondence promptly.
- Emails a list of new officers and the Southern District Representative, including their email addresses and telephone numbers, to the SDWGA membership chair. Forms are on the website.
- Correspondence shall be by email whenever possible.
- Maintains membership list.
- Maintains record of Southern District Golf Association By-Laws, Standing Rules, tournament information and Minutes of Southern District meetings.

AWARDS

- Attends to engraving of trophies and Hole-in-One plaque.

HANDICAP COMMITTEE CHAIRPERSON

- Attends Board and General Meetings.
- Completes certification requirements.
- Trains new committee members.
- Ensures committee members read and familiarize themselves with the 'Rules of Handicapping' manual.
- Contacts AGA giving them names of committee members.
- Is the liaison between AGA and QCLGA.
- Obtains access to the USGA Portal.
- Accepts or denies potential new members and forwards new member information to relevant committee chairpersons.
- Randomly accesses tee sheets from the pro shop to ensure players are posting their scores. Sends emails to players who did not post.
- Adjusts dates played or scores of members who have submitted incorrect information.
- Presents the Most Improved Player award at the end of the year.

HOLE-IN-ONE CLUB

- Representative attends all Board and General meetings.
- Works with the Treasurer to maintain a list of members in the Hole-in-One Club.
- Sends and updates the list of members to the Webmaster.
- Coordinates with Publicity Chairperson to obtain the Certificate from AGA.

INTERCLUB CHAIRPERSON

- Attends Board and General Meetings.
- Participates in Interclub meetings with other clubs in the league. There is usually a meeting in the fall and one in the spring.
- Communicates with the Tournament Committee in the fall to choose a host date for the following year allowing the committee to schedule qualifying dates on the calendar.
- Compiles a list in the spring of players interested in playing Interclub.
- Identifies players who qualify of play date, location and time. Confirms a list of players and collects money for green fees and, if appropriate, lunch.
- Coordinates with Quail Creek Golf Club ahead of Interclub hosting play date. Topics includes tee times, carts, staging, bag drop help, local rules and lunch if appropriate.
- Selects new league team shirts every two years or as needed.

JUNIOR GOLF

- Attends Board and General Meetings.
- Coordinates with the V-P.
- Continues working with the Girls Golf of Green Valley-Sahuarita founded by Marvol Barnard, Golf Professional at Haven Golf Club.
- Collects monetary donations from the membership to help support the above group.

- Coordinates donated golf materials from members to deliver where needed.
- Gives progress reports at Board and General Meetings.

KACHINA DOLLS REPRESENTATIVE - Kachinadolls.net

- Kachina Dolls is an ABCD tournament that is held at different golf courses in the area.
- The season is from November to April or May.
- Each course will host an event every three years.
- Attends Kachina Representative meeting.
- Sends out signup sheets for each event and collects checks.
- Sends the checks for each event to the Kachina Treasurer.

MEMBERSHIP/HOSPITALITY CHAIRPERSON

- Attends Board and General Meetings.
- Receives information about new members from Handicap Committee.
- Contacts new members to set up a meet and greet.
- Provides new members with a welcome package including a copy of the By-Laws, Website information, Officers, Committee Chairs, Golf Genius, Play Days, Games, Ringers, Birdies and Chip-ins, Skins, Southern District Women's Golf Association and Handicap Information.
- Takes photo of new member and forwards to Webmaster.
- Forwards new member information to appropriate Board and Committee Members: Webmaster, President, Treasurer, Handicap Chair, Tournament Chair, Southern District Chair, and RBC Chair.
- Sends 'Get Well' and 'Sympathy' cards when appropriate.
- Introduces new members on league days and luncheons (coordinates with Tournament Chairperson).

PUBLICITY CHAIRPERSON

- Attends Board and General Meetings.
- Takes photos as requested for major events, tournament winners, HIO, Eagles and new members (if requested).
- Submits weekly golf results to the Quail Creek Crossing, www.robsonpublishing.com/editorial
- Drafts articles for special events and submits to the Quail Creek Crossing, www.robsonpublishing.com/editorial
- Keeps record of all Hole-In-One and Eagle and submits to the QC Crossing with a photo.
- Contacts AGA, <https://www.azgolf.org/holes-in-one-2>
- Fills out a certificate request, submit a picture and have it mailed to you. League President will present the certificate at year end event .
- Sends photos to Webmaster and President for posting on website and President's Blast.

RINGERS, BIRDIES & CHIP-INS CHAIRPERSON

- Attends Board and General Meetings.
- This is a Board appointed position.
- **REQUIREMENTS:** Basic knowledge of Excel computer program and **PATIENCE.**

Ringers, Birdies & Chip-Ins:

- Sets-up initial computer records each year.
- Collects weekly back-up scorecards from Pro Shop or Tournament Committee member.
- Records weekly (eligible) scores from the back-up scorecards.
- Updates the website monthly by sending files to Webmaster.
- Computes and awards money at the December luncheon.

Eagles:

- Maintains records of eagles made by RBC members and non-members. (See Eagles Instructions).
- Recruits members for a small committee as needed.
- Maintains and updates computer programs.
- Any other project(s) that are requested and agreed upon.

RULES CHAIRPERSON

- Attends Board and General Meetings
- Ensures at least two volunteers serve on the committee
- Prepares Rules Report for discussion at each QCLGA Board and General Meeting
- Is available to answer Rules questions from the membership after play day as well as when needed
- When Rules issues come up, copy all Rules Committee members either by email or phone call with responses so they know what has transpired
- Orders new Rules of Golf books for the membership when revisions are printed unless the QCCC Golf Pro Shop has ordered them. The books are free but we have to pay shipping if we order them ourselves.
- Provides copies of the Rules of Golf to the Membership Committee to give to new members
- Orders new Official Guides when republished for all Committee members
- Prepares the monthly Rules Reminders and forwards to the Webmaster and President to be posted to the Website and Blast, respectively
- Provides additional rules to be highlighted in the Blast when necessary
- Meets monthly with Committee members to review previous issues and discuss upcoming changes, if appropriate

Member/Guest Committee

- The object of the committee is to plan a two-to-three day-event with a member inviting a guest.
- It is a contest to see which team in each flight has the best score. Prizes are awarded on the final day of the tournament.
- In addition to playing golf, there may be other games such as raffles, a 50/50 contest and a "hole in one" contest on the practice green.
- There are subcommittees such as decorating, raffle basket or raffle prizes, registration, scoring, itinerary, program, food, finding sponsors and donations as well as finding volunteers to work the golf course on play days.

WEBMASTER

Attends Board and General Meetings.

In general, ensures items to be posted to the Website are grammatically correct.

HOME PAGE

- Updates each time changes are made to the Website

GOLFER NEWS

- Updates whenever there is news such as new members, HIO, Eagles etc.

PLAY DAY INFO

- *Member/Guest Registration Form* - Provided by M/G Committee once a year. Delete upon completion of M/G tournament
- *QCLGA Championship* - Updates will be supplied by Tournament Committee
- *QCLGA Team Challenge* - Updates will be supplied by Tournament Committee
- *Calendar* - Updates will be supplied by Tournament Committee
- *Handicap Information* - Updates will be supplied by Tournament Committee
- *Pace of Play* - Updates will be supplied by Tournament Committee/Board
- *Posting Scores* - Updates will be supplied by Tournament Committee/Board
- *Glossary of Games* - Updates will be supplied by Tournament Committee/Board
- *Special Competitions* - Updates will be supplied by Tournament Committee/Board
- *Ringers, Birdies, Chip-Ins* – Update monthly
- *Eagles* - General Information – Update as needed.
- *Hole-in-One Club* – General Information – Update as needed.
- *Best Score Ever* – Update as needed.
- *Skins Guidelines* – Update as needed.

GOLF GENIUS

- Updates will be provided by Tournament Committee

ABOUT US

- *Contact Us* - Make changes as they happen – usually annually
- *Membership Renewal*
- *Special Tournaments/Dates* – Tournament Committee to provide dates
- *2022 Meeting Dates* – President to provide dates
- *Rules* – update as necessary. Rule Reminders provided monthly by Rules Committee
- *Officers & Committees* – to be updated annually or when changes are made
- *QCLGA By-Laws* – update as necessary (only after approved at Board and General Meetings)
- *Meeting Minutes* – to be provided by Secretary
- *Treasurer's Reports* – to be provided quarterly by Treasurer

MEMBERSHIP ROSTER

- *Member Photos* – to be provided by Membership Committee
- *Contact Info/Birthdays* – new member updates from Membership Committee or Handicap Committee OR changes by members
- *Hole-In-One Club Roster* – updates to be provided by Treasurer
- *SDWGA Roster* – to be provided by SDWGA Committee

EVENT PHOTOS

- *2022 Photos* – to be provided by Publicity Committee
- *Eagles Photos* - to be provided by Publicity Committee
- *Hole-In-One Photos* - to be provided by Publicity Committee
- *SDWGA Event Photos* - to be provided by Publicity Committee

HALL OF FAME

- *Past Presidents* – update as needed
- *Eagles History* – update as they occur
- *Hole-In-One History* – update as they occur
- *Club Champions & President's Cup Champions* – update as needed

OUTSIDE PLAY

- Interclub News, Robson Challenge, SDWGA News, State Medallion, Interclub and Kachina Dolls – updates to be provided by various committees

OTHER LINKS - Update as needed

- AGA
- SDWGA
- GHIN
- Chelsea
- Golf Genius