



Men's 9-Hole Golf Club

Officers'

Job Descriptions

August 2021

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Captain

The captain is the principal leader of the Club and has overall responsibility for the Club's administration.

The President should:

- Manage Board Meetings.
- Manage the Annual Meeting.
- Act as a facilitator for Club activities.
- Represent the Club at events as required.
- Ensure that all business of the Club is carried out in accordance with the Bylaws.
- Assist the Golf Committee in the development of a yearly event calendar.
- Assist in the creation, renewal and approval of new Club policies or by-laws for good governance where needed.
- Ensure Club policies and by-laws are upheld and reviewed/updated annually.
- Act as the public officer in liaising with Club members or with members of the public.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Be the main contact for other clubs, the Pro Shop, or any other Lake Wildwood administrative needs.
- Assist the Co-Captain in recruiting officers for the annual election.



Co-Captain

- Fill in for Captain in his absence.
- Participate in all Board and general meetings.
- Head of nominating committee for incoming board.
- Arrange for guest speakers at monthly meetings.
- In the year following his term as Co-Captain, the Co-Captain will normally become Captain (subject, of course, to a vote of the general membership at the Annual Meeting).



Golf Committee Representative

- Attend all Golf Committee meetings, as a voting member of the Golf Committee, representing the Niner's Club.
- Inform the Golf Committee of the Niner's Club ongoing events and other information that would be of interest to them.
- Attend all Niner's Club Board and general meetings where the information gathered from the Golf Committee will be disseminated to the members.



Membership Chairman

- Attend all Board and general meetings.
- Personally, contact each new member, obtain the requisite personal information (name, wife's first name, phone number, street address and email address); answer any questions he may have and, of course, collect his check for club dues and give it to the Treasurer.
- The Secretary maintains accurate membership information on his computer. It is the Membership Chairman's responsibility to communicate initial member's information and any subsequent changes to the Secretary.
- The same membership information and the photograph should also be transmitted to the individual who maintains the club's Photo Roster. Ultimately the new roster should be transmitted to the Secretary for distribution to the membership.



Publicity Chairman

Attend all Board and general meetings.

The basic job is to get coverage from local media (TWI) about the doings of our Club. It would be nice to get wider coverage like Sacramento Bee and radio and television but that is highly unlikely. How about Bits & Pieces?

Once a month, an article is submitted to *The Wildwood Independent (TWI)* usually right after our monthly tournament listing the winners. If there's other news to provide like social events, new directors and interesting tidbits include them. The TWI has been very cooperative in giving us space.

The objectives of Club publicity should be to:

- Create a feeling of fellowship, camaraderie and pride among Club members.
- Foster communication between members. [Talking points to discuss with one another]
- Publicize milestones in members lives
- Recognition in Lake Wildwood for our club showing the fun in playing golf.
- Encourage new members to join.



Secretary

- The club secretary is elected by the membership and is a voting member of the Board of Directors.
- Attend all board and general meetings.
- The secretary functions as the curator of the club's records.
- Keep a file of all minutes and correspondence.
- Record the minutes of all board and general member meetings ensuring that they reflect all decisions reached, including what actions are to be taken, by when, by whom and any limitations placed on such actions.
- Keeps board member attendance records by virtue of noting who is present on the minutes.
- Distribute Minutes to stakeholders as directed.
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- Should be computer literate, including the ability to use email, word processing and spreadsheet software.
- Communicates with the membership via email when there are messages approved by the Club Captain.
- Maintain a current email list of all members.
- Inventory all club records to ensure that they are complete and accurate.
- Leave a legacy of well-kept records that facilitate a smooth transition when someone else takes the job.



Tournament Chairman

- Determine the tournament schedule and post it on website in late December or early January.
 - We have typically done the same tournaments year after year but that is not actually necessary.
 - Make schedule available to the club Secretary for publication in the handbook.
- On a monthly basis -
 - Update rules and send to membership the week before the tournament. Most will be sent via e-mail but there are several members who do not have e-mail, so they need to get a snail mail copy. (Postage will be reimbursed.) The secretary will have the official distribution list.
 - Notify the Pro Shop of special needs the Monday before the tournament.
 - For team events we might need to ensure that there are 4-somes. The person at the desk may need to combine some groups.
 - If we have enough players to use both Front & Back 9s, ask that we be equally divided on both sides.
 - On tournament Day -
 - Make copies of rules and leave the Pro Shop counter.
 - Make an announcement about 5-10 minutes before teeing off that there is a tournament, what it is, and to turn the score cards into the tournament chair/committee at the 19th Hole.

- Get a copy of the tee sheet from the person at the desk so you can verify you have all the cards.
- Within a couple of days after the tournament determine the winners.
 - Leave a list of winners to the Pro Shop desk so that winnings can be posted on the winners' accounts.
 - Have treasurer send a check to the Golf Pro.
 - Send e-mail to membership detailing the winners.
 - Have the results posted on the 9ers' Website.



Treasurer

- Carries out the responsibilities of a voting member of the Club's Board of Directors. This includes attendance at all Board and general club meetings.
- Ensures the Board's financial policies are being followed.
- Reports to the Board of Directors on finances.
- Prepares any required financial reports.
- Maintains the Club's bank account.
- Oversees all financial transactions.
- The Treasurer and the Captain both have signature authority. Normally the Treasurer will sign all checks, unless he is the payee, in which case the captain will be the signatory.
- Receives membership dues from the Membership Chairman.
- Works in coordination with the Membership Chairman to maintain a current roster of Club members.
- Deposits all membership dues in the Club's account.

- Keeps a record of all deposits, transactions and receipts for expenses.
- Balances the Club's account with associated bank statements, receipts of deposit and disbursements.
- Orders, purchases and distributes name badges for all new Club members.
- Creates and monitors the budget. This includes sources of revenue and anticipated expenses. The budget identifies how much money the Club requires to operate during the upcoming year. Throughout the year the treasurer tracks year-to-date income and revenues, reports variances and alerts the Board of potential problems.
- The treasurer ensures that the bank has the names and signatures of members who are authorized to deposit and withdraw funds from the Club's bank account.