

# EWGA Washington DC Metro Chapter Board of Directors Job Descriptions

## OFFICERS

*Note: Nominees for President must have served on the chapter board of directors, but there is no requirement for prior service for Vice President or Treasurer. Candidates for Vice President must be interested in serving as president after their term. Candidates for Treasurer should have an understanding of financial reports.*

### President

- Serve as presiding officer of the Board of Directors
- Set the agenda for meetings of the Board of Directors
- Appoint any special committees as deemed necessary by the Board of Directors
- Ensure CHAPTER is in compliance with all requirements of the ASSOCIATION Chapter Affiliation Agreement
- Serve as the liaison between the CHAPTER and ASSOCIATION Headquarters and to the appropriate Sectional Director

### Vice President

- Take the place of the President in the event of the unavailability, incapacity, or death of the President
- Perform such other duties as may be prescribed by the Board of Directors or the President with the intention that the Vice President is preparing to serve as a future President of the CHAPTER
- Assist the President and Committees in implementing the CHAPTER business plan
- Work closely with the Leadership Chair to ensure a strong volunteer base and that a leadership succession plan is in place

### Treasurer

- Review and recommend financial policy
- Oversee the preparation of the annual CHAPTER budget
- Maintain financial records of the CHAPTER
- Prepare and distribute to the Board at least quarterly and annual financial statements
- Approve and act as signatory for one or more banks or other federally insured institutions for the purpose of timely deposits and safeguarding CHAPTER funds
- File tax return(s), if applicable
- Be responsible for preparing and submitting annual financial reporting to the ASSOCIATION Headquarters
- In the event of dissolution of the CHAPTER, be responsible for turning over all assets remaining, after the financial debts and obligations of the CHAPTER have been fully satisfied, to ASSOCIATION Headquarters

### Secretary

- Have custody of, and maintain, all of the corporate records and the CHAPTER governance documents except the financial records
- Record and distribute the minutes of all meetings of the members and of the Board of Directors
- Send all notices of all meetings
- Be responsible for annual corporation filings with the state, as required
- Perform such other duties as may be prescribed by the Board of Directors or the President

### Immediate Past President

- Serve on the Nominating Committee
- Serve as an advisor to the Board of Directors and perform such other duties as may be prescribed by the Board of Directors or the President

## COMMITTEES

The Chair of each Standing Committee shall:

- Be a voting member of the CHAPTER Board of Directors
- Appoint two or more committee members subject to approval by the Board of Directors
- Submit information to the Communications Committee for newsletter articles and the CHAPTER website
- Conduct committee meetings, record minutes of those meetings, and report progress at board meetings
- Ensure CHAPTER remains in compliance with ASSOCIATION Chapter Minimum Standards in their respective area and operates in accordance with guidelines provided by the ASSOCIATION
- Fulfill the specific duties of their committee as defined in Section 8 below.

### Membership

- Develop CHAPTER membership goals and set objectives for new member growth and retention of existing members.
- Develop strategies and tactics and oversee the implementation and execution of plans and programs to achieve membership goals.
- Ensure that the CHAPTER strives to create a welcoming environment for all members.
- Encourage and assist CHAPTER members to keep their contact information updated in the ASSOCIATION membership database.
- Ensure that CHAPTER is in compliance with all ASSOCIATION guidelines and policies related to membership applications and renewal notices and membership dues processing.
- Understand members' needs and work with other Committees to ensure members' needs are met.

### Sponsorship

- Develop CHAPTER goals and set objectives for obtaining sponsorship funds, non-dues revenue, and in-kind support necessary for the operation of the CHAPTER.
- Develop strategies and tactics and oversee the implementation and execution of plans and programs to achieve sponsorship committee goals.
- Develop and implement plans and programs for non-dues related CHAPTER revenue, such as auction, raffles, mulligans, etc for raising additional funding for Chapter operations as needed.
- Be responsible for the management of sponsorship agreements, including fulfilling all aspects of sponsorship agreements, maintaining accurate records on all sponsor solicitations, sponsor recognition and building partnerships to promote sponsor retention.

### Communications

- Develop CHAPTER goals and objectives for maintaining a positive public image in the community served by the CHAPTER, for obtaining publicity for and promotion of membership in the ASSOCIATION and participation at CHAPTER events and activities, and for internal communications to CHAPTER members.
- Develop strategies and tactics and oversee the implementation and execution of plans and programs to achieve public relations and communication goals.
- Be responsible for production and distribution of the CHAPTER newsletter and other communications to CHAPTER members.
- Be responsible for the creation and maintenance of a CHAPTER website.
- Coordinate and oversee production and distribute all CHAPTER marketing and communication materials.
- Supervise CHAPTER email and telephone hotline communications.
- Ensure compliance with ASSOCIATION trademark and logo usage guidelines in all CHAPTER materials and communications.

### Golf Events

- Develop CHAPTER goals and set objectives for the calendar of CHAPTER golf events and for participation in golf events by CHAPTER members (including monthly golf outings, play days, charity tournaments, Chapter Championship, and special golf trips but excluding league play).
- Develop strategies and tactics and oversee the implementation and execution of plans and programs to achieve golf event goals.
- Plan and develop the schedule and format of all golf events and coordinate CHAPTER events schedule with ASSOCIATION event schedule to minimize conflicts.
- Develop and maintain policies for event registration, fees, refunds, guests, etc. following ASSOCIATION guidelines.
- Negotiate contracts with golf courses for all golf events.
- Provide a coordinator for each event (including the Chapter Championship Director) to oversee promotion, registration, and execution of the event and be responsible for training and support of event coordinators.
- Work with the Sponsorship Committee to obtain prizes for Chapter golf events.
- Ensure that appropriate measures are taken to maintain an acceptable pace of play at all CHAPTER golf events.
- Ensure that golf events are provided in the CHAPTER calendar to accommodate players of all ability levels.

## Golf Education and Player Development

- Develop CHAPTER goals and set objectives for the calendar of CHAPTER golf education and player development programs and for participation in golf education programs by CHAPTER members (including new golfer development, mentoring and transition programs for new golfers, clinics for intermediate and advanced players, rules & etiquette seminars, seminars on using golf in business, understanding the game of golf, etc.).
- Develop strategies and tactics and oversee the implementation and execution of plans and programs to achieve golf education goals.
- Plan and schedule the calendar of education programs according to ASSOCIATION guidelines.
- Establish and maintain relationships with Host Clubs and teaching instructors where education programs are conducted.
- Encourage CHAPTER members to become knowledgeable and conform to the Rules of Golf.
- Provide a coordinator for each program to oversee promotion and registration and to ensure a welcoming environment is provided and be responsible for training and support for education program coordinators.
- Serve as a special advocate for welcoming new golfers into the game and nurturing their development as a golfer.
- Ensure that golf education and development programs are provided for players at all ability levels to meet the goals of CHAPTER members.

## Leadership

- Be responsible for establishing and implementing an ongoing plan and programs for recruiting and retaining volunteers needed for CHAPTER operations including the establishment and maintenance of a pool of volunteers for CHAPTER committees, Board, events, and activities.
- Oversee the development and maintenance of position descriptions for all volunteer roles. Assist committee Chairs with developing processes needed to effectively lead their committees to meet goals.
- Identify needs and recommend and coordinate volunteer orientation, training, and development programs for CHAPTER volunteers.
- Develop, implement, and maintain CHAPTER volunteer recognition program.
- Assess and develop plan to improve satisfaction level of board and other volunteers.
- Help mediate should difficulties arise among volunteer leaders.
- Chair the Nominating Committee and ensure that annual Officer elections and Standing Committee Chair appointments are conducted in accordance with CHAPTER bylaws and ASSOCIATION election guidelines.
- Plan and implement annual transition meeting from old to new board in conjunction with the CHAPTER Officers.
- Develop succession plan for CHAPTER leadership in conjunction with the CHAPTER Officers.

## League

- Develop CHAPTER goals and set objectives for the calendar of CHAPTER leagues and for participation in golf leagues by CHAPTER members.
- Develop strategies and tactics and oversee the implementation and execution of plans and programs to achieve golf league goals.
- Plan and develop the schedule and format of all golf leagues and coordinate CHAPTER league schedule.
- Develop and maintain policies for league registration, fees, refunds, guests, etc.
- Negotiate contracts with golf courses for all golf leagues.
- Provide a coordinator for each league to oversee promotion, registration, and management of the leagues and be responsible for training and support of league coordinators.
- Work with the Sponsorship Committee to obtain prizes for Chapter leagues.
- Ensure that appropriate measures are taken to maintain an acceptable pace of play at all CHAPTER league play.
- Ensure that golf leagues are provided in the CHAPTER calendar to accommodate players of all ability levels.

## Handicap

- Be responsible for ensuring compliance with all USGA or RCGA policies and procedures for obtaining a Handicap and provide oversight and management of the computerized ASSOCIATION Handicap System.
- Be responsible for requiring CHAPTER members who wish to obtain a handicap index report all scores made at home and away.
- Insist that principles of the Rules of Golf be followed.
- Ensure that all acceptable scores are entered into the ASSOCIATION Handicap System correctly, that all elements of the USGA or RCGA Handicap System are followed, and the integrity of the System is maintained.
- Ensure that peer review of members scoring records and Handicap is available to all CHAPTER members.
- Review the accuracy of member scoring records and correct as required.
- Be responsible for providing handicap seminars and other training for members on how to obtain a Handicap.
- Assist with verification and proper use of Handicap Indexes for CHAPTER members for CHAPTER and ASSOCIATION competitions and golf events.

## Social Events

- Develop CHAPTER goals and set objectives for the calendar of CHAPTER social and networking events and for participation in these events by CHAPTER members and guests (including Kickoff Event, business networking functions, social events and parties, end of year events, etc.).
- Develop strategies and tactics and oversee the implementation and execution of plans and programs to achieve social event committee goals.
- Work with other Committees to assist them with planning and implementing social and networking activities in their programs.
- Be responsible for all contractual arrangements and the planning, promotion, coordination and implementation of the annual Kickoff Event and end of year awards event working closely with all Committee Chairs and the Chapter Officers.
- Plan and develop the schedule and format of all other social and networking events.
- Develop and maintain policies for social event registration, fees, refunds, guest, etc.
- Negotiate contracts for all social/networking events.
- Provide a coordinator for each social/networking event to oversee promotion, registration, and execution of the event and be responsible for training and support of social event coordinators.
- Ensure that business networking opportunities are provided for CHAPTER members.