



CRWGA EXECUTIVE BOARD AND COMMITTEE CHAIRS SUMMARY OF RESPONSIBILITIES

Elected Board Members (Voting Members)

President: Conducts brown bag and board meetings and oversees all CRWGA events and concerns. She approves and forwards all correspondence sent to the membership via the communications chair.

Vice President: Assists president, manages annual room assignments and is the liaison board member on the Invitational tournament committee.

Secretary: Records all meeting minutes & writes monthly article for the Leisure World News.

Treasurer: Handles all CRWGA money and prepares monthly financial reports. Coordinates with all event specific coordinators/treasurers re: fees/collection and expense payments.

Appointed Board Members (Voting Members)

Handicap Chair: Attends training to be certified to manage and instruct on handicap issues.

Rules Chair: Attends training to be certified to instruct and update membership on current rules of golf.

Tournament/League Play Chair: Prepares weekly Tuesday play activities and oversees/assures advertising of tournament events.

Social Chair: Arranges helpers, orders and serves food and beverages for selected events.

Past President: Serves as AGA Representative, nominating chair & executive board mentor.

Committees and Committee Chair Positions (Non-voting Members)

AGA State Representative: Attends AGA meetings and updates members of AGA news/events, coordinates membership lists with AGA, Board, CAGD Rep and Hole in One Rep.

CAGD (Central Arizona Golf District) Representative: Organization's goal is to "Meet, Greet and Compete" with other area golfers; manages the blind draw and posts individual's winnings.

Communications: Forwards e-mail correspondence from the president to the membership.

Advertising Coordinator: Oversees the process of obtaining and following-up with advertisers and placard production. Coordinates with placard distribution team for all tournaments and designated special events.

Team Play: Plays and organizes our competitive golf events with other ladies' golf groups.

Membership: Welcome and provide new members with information and assign each a mentor.

Photographer: Takes photos of event winners and club members at different events. Provides photos to secretary and Web Page Chair. Assures annual photo book is compiled.

Roster Photographer: Takes and updates photos of all CRWGA members and posts it on the bulletin board.

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SUMMARY OF RESPONSIBILITIES (cont.)

Web Page: Posts tournament applications on the website (Web posting only – not website development – training and back up support provided).

Ringer-Birdies-Chip-Ins: Keeps Ringer cards up to date; records monthly birdies and chip-ins and announces winners.

Friendship: Sends thank you, get well and sympathy cards to members.

Hole-In-One: Keeps record of participating women's account totals; notifies the newspaper, Pro shop & AGA of hole-in-one winners on Coyote Run.

50/50: Organizes and manages the 50/50 collection and drawings at select social events with monies designated for social.

Year-Round Member: A Leisure World resident to be a local contact person during the summer months.

Chairs for Special Events (Non-voting Members)

Welcome Back Pizza and Spring Farewell Parties: Social, with assistance, plans the beginning and end of year meals.

Joint Coyote Run Golf Christmas Gala: With a committee, organizes and plans the annual Christmas Gala. (2017 was the first year the Coyote Run Men's Club and Golf Pros and their spouses/dates were invited.)

Member-Member Tournament: Organizes and plans tournament and prizes for members.

Invitational Co-Chairs: Decides on a theme and organizes a committee to plan the annual Invitational Tournament consisting of but not limited to Invitational Treasurer / Decorations / Communications Registration / Raffle / 50/50 / Golf Cart Assignment and Parking / etc.

Battle of the Sexes/Memorial Tournament: golfing event sponsored annually by the men to which the women are invited for a competition between the Coyote Run men and women league golfers and to acknowledge those members who have died. (Prior to 2018, it was only the Battle of the Sexes organized by the women and the men on alternate years.)

Growing Golf: Each member is responsible for providing beverages and snacks for their guests for the after golf social.

Fun Day: End of season ladies' golf league special play day and meal planned by the executive board.

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