

# **STANDING COMMITTEE JOB DESCRIPTIONS**

In order to have a well-managed club, we need to have members take part in the leadership of it. We encourage our members to volunteer to serve on our General Board. Following are the duties of these committee chairs.

## **AWGA/CAGD CHAIR**

The AWGA/CAGD Chairperson will represent PVLGA in all matters and at meetings pertaining to AWGA/CAGD. She will post all pertinent AWGA/CAGD information on the hall bulletin board.

The AWGA Medallion Tournament is open to all PVLGA ladies and consists of four consecutive play dates usually in February. These dates appear on the Golf Calendar. The AWGA/CAGD Chairperson will tally scores for every play date during the designated four weeks. The winners are the lowest gross and lowest net scores. The two winners are announced at the March luncheon.

CADG conducts five blind draws. The months for the blind draws are determined by CAGD and usually are January, February, March, April and November. These dates should appear on the Golf Calendar. Recruiting for CAGD is done every year at the December Luncheon. Ladies who wish to participate pay \$8 and the names are forwarded to CAGD in early January. The ladies who have joined will submit a scorecard and \$1 on each of the designated play dates. The Chairperson sends the results and a check for the participants to CAGD. CAGD will conduct a blind draw and notify the Chairperson of the winners. CAGD sends a check to the Pro for the winners. The Pro will deposit the corresponding amount in chits to the winners' accounts.

## **AWARDS/ORIENTATION CHAIR**

### **President's Cup and Club Championship**

After each of these tournaments, work with the Publicity Chair to make sure that photos are taken of the winner of each flight and the overall winner. Put the pictures in frames and label them. All flight winners are paid with Pro Shop credits.

For the winner of each of these tournaments, send the trophies to the engravers to add the new winner's names. The amount paid to the winner of each tournament is budgeted at the beginning of each year. Obtain a check from the Treasurer for the winners and prepare envelopes with their cash awards. The trophies are displayed and the pictures and awards are presented at the March luncheon.

### **Most Improved Golfer**

The Most Improved Golfer is determined by AWGA and the Handicap Chairperson will provide the name. Obtain a check from the Treasurer and prepare an envelope with the cash reward. The Handicap Chairperson presents this award at the December luncheon.

### **President's Gift**

The outgoing President is presented with a gift at the December Luncheon. Consult with the Treasurer on the amount of the gift. It can be cash or a gift card.

In past years it has been a \$100 gift card to her favorite store. You can consult with her friends for suggestions. The Treasurer will reimburse the cost of the gift when a receipt is turned in.

## **COURTESY CHAIR**

The Courtesy Chairperson is responsible for sending Get Well, Sympathy and Cheer cards on behalf of the PVLGA to members and/or their spouses who are ill, injured or suffering the loss of a loved one. The Chairperson relies on club members to pass along such verified information as it becomes available.

Expenses for cards, stamps and memorials are budgeted annually and the Chairperson will be reimbursed when bills are submitted to the Treasurer.

Memorials in the amount of \$20 will be sent in memory of a club member to a favorite charity and memorials of \$10 will be sent in memory of a spouse.

A note is posted on the bulletin board each time a card is sent so all club members have the current information.

A report will be made to the General Board at each meeting. A log of all cards and memorials will be maintained by the Courtesy Chairperson.

## **GOLF COMMITTEE CHAIR**

The PVLGA Representative is representing PVLGA at the Golf Committee meeting and will vote accordingly. She will consult with and seek direction from the Executive Board when there are significant issues that affect PVLGA members.

The PVLGA President appoints the Representative and sends a letter to the HOA Board of Directors advising them of this appointment. She will represent PVLGA until a new person is appointed as her replacement.

The PVLGA Golf Committee Representative will give a report from the Golf Committee meetings at every PVLGA General Board Meeting and post a special notice on the bulletin board between meetings if there is a special issue that may involve the PVLGA members.

## **HANDICAP/MEMBERSHIP CHAIR**

## **HISTORIAN CHAIR**

The Historian for PVLGA is responsible for taking photographs of all PVLGA major tournaments, special events and hole-in-one winners. In addition, both the incoming Executive Board and the General Board shall be documented with photographs. All of the above photos should be taken with the intention of chronicling the entire year's activities into an album that is compatible with the albums from previous years. The Historian is responsible for the creation of each year's album. She will also coordinate with Publicity for pictures that are in the newspapers.

## **PARLIAMENTARIAN CHAIR**

- Be knowledgeable of PVLGA Bylaws and Standing Rules.
- Be conversant with basic parliamentary procedure. Refer to Roberts Rules of Order for information on any matter not covered in the PVLGA Bylaws and Standing Rules.
- Act as Chairperson of Committees to alter, revise, amend or change the Bylaws or Standing Rules.
- Advise the President on matters of parliamentary procedure in all assemblies, board meetings, committee meetings, etc.
- The President may ask the Parliamentarian to state or explain the Parliamentary rulings to the assembly.

It should be noted that in an informal and loosely knit organization such as PVLGA, it is neither necessary nor wise to expect or desire strict parliamentary procedure in the conduct of all meetings. A breach of parliamentary procedure frequently is of no grave consequence and rarely would make any definitive change in the final action of the assembly. Parliamentary procedure is essentially basic courtesy in the orderly agenda of an assembly. However, if there is a hotly contested item of business, it is useful to enforce strict parliamentary procedure to keep order in the meeting.

## **PUBLICITY CHAIR**

Write articles for the Sun Lakes Splash and submit them by the deadline.

(In 2019, it is the 12th of the month.) Articles and pictures can be emailed to the Splash office at [editorial@robson.com](mailto:editorial@robson.com) to Chelsey Nakata, Editorial Assistant. The phone number is 480-895-4216.

Articles should include PVLGA news and golf scores of the tournaments or events concluded in that month. They should also include upcoming events, human interest stories and special events. Also coordinate with the Historian to send pictures when available for the events to accompany the article.

The Pro Shop will send the results of the tournaments and events each week to the Publicity Chairperson.

# RINGER/HOLE-IN-ONE CHAIR

## Requirements of the Position:

The Ringer chair must have the computer skills to input all postable scores for each participant on a weekly basis.

## Description:

The Ringer season is from January through the end of April, will break for the summer, and resume November 1 through the end of December.

Notices are posted on the bulletin board in the Ladies Lounge and on the PVLGA website as well as addressed at luncheons informing members. Members who wish to participate will place a check for \$5 in the slotted drawer in the Ladies Lounge. Indicate on the check that it is for Ringers.

The Ringer Chair will collect the checks from the drawer. She will keep a list of the participants including amount and check number and periodically turn over the checks and a list with submitted date to the Treasurer.

All scores from games played on Ladies Days that result in a postable score will be entered into the Ringer system. The Chairperson will collect the score cards from the Pro Shop, post the scores, print a copy of the Ringer report and post it on the bulletin board in the Ladies Lounge.

Participants are flighted based on their handicap index on January 1. In order to participate they must be a PVLGA member before the final cutoff date. After the cutoff date, no new participants are allowed to join.

The Ringer is divided into flights (A, B, C, D etc.) of equal or near equal participants in each flight with A being the lowest handicap index.

Ringer winners will be announced and payouts distributed at the January luncheon.

Prior to the January luncheon, the Ringer Chairperson will:

- Have the Treasurer issue a check to her for the total amount of Ringer money collected for the season.
- Make a list of participants in each flight and their final score. From this, the top three places in each flight will be determined. There may be ties.
- Place cash in the amount to be awarded to the winners in each flight into envelopes for presentation at the January luncheon.

# **SPECIAL EVENTS CHAIR**

## **General Duties & Information**

- Prior to any event advise the committee that you are to be included in all meetings involving the restaurant and any meeting of the committee. Your job is to **KNOW WHAT IS GOING ON**. Keep the President informed.
- Remind the committee that the deadline must be included on the flyer. The Pro Shop and the Restaurant want numbers on the Friday before the event. (Double check with them both for time deadline.)
- The committee is responsible for doing the event flyer. They can also do the sign-up sheets if they want, or you could provide a generic one for them.
- During the sign up period before an event, collect the checks from the drawer and mark paid on the signup sheet.
- When checks have an incorrect amount, a new check must be written.
- If people haven't paid as the deadline nears, send an email to them. If they have not put in a check by the deadline, they are not in the event. (Be sure to send the email with time enough they can get the check to you before the deadline.)
- Most events are open to having a "Lunch Only" sign- up sheet. If the cost of the event includes prize money besides the meal, adjust the price so they do not pay the extra amount for prizes.
- You must give a list of those attending to the Pro Shop no later than Saturday morning before the event. It is best to send a list by email so the Pros do not have to reenter the names.
- Greg Tokash's email is: **gtokash@sunlakes2.com**
- Following the event, you give the Treasurer the list along with the checks. Also include the bill with final figures from the restaurant. The event committee will also want a copy of the bill for their report. The Treasurer would like to have the checks, etc. within 24 hours after the event if possible.

## **EVENTS & TOURNAMENTS**

### **Cotton/Verde Tournament**

Palo Verde hosts this event in the odd numbered years.

The host club is the only club that sets up menus and pairings, etc. The non-host club collects the checks (written to their club) for their group and has their Treasurer send one check to cover all those attending.

The day of the tournament, there will be changes (cancellations do not get a refund after the Friday before) and alternates will be added to your list. Make sure all have paid and the date is correct on the checks as this is usually early in the new year.

When your list is complete after the event, give the checks and money to your Treasurer. If PV is the host, she will need to pay the food bill.

Put up thank you notes for the committee chairs.

### **January Brunch**

Meet with the committee & restaurant. Be sure the deadline is on the flyer, with no refunds after the deadline. Be sure to review the estimate from the restaurant to make sure they include only the cost for 1 Pro (but 2 Pros eat.)

Collect all the monies, etc.

When giving the restaurant the count, add 2 for the Pros. (We pay for 1, but get 2 served.) Before giving the restaurant the count, ask the Chair people if there have been any special requests, such as vegetarian, etc. They will need to give you the names of the women so you can pass on that information to the restaurant.

## **OTHER EVENTS DURING THE YEAR**

### **Member/Member**

You will do the same as for other events. Check with the Pro Shop to help in setting the maximum number of players.

Collect money as usual.

### **PICO**

The person representing PV will meet with the Chairs of the other clubs. The host club is responsible for setting the number of players allowed from each of the other clubs. Alternate sheets will again be necessary.

If PV is host, collect checks from the other clubs and give them along with your PVLGA list and checks to the Treasurer.

### **Member/Guest**

Money will not be collected for this tournament as the Handicap Chair will pick up the entry forms and money as she needs to verify the GHIN numbers and handicaps. She will give the money to the Treasurer.

You could offer help to the committee in other ways. Such as, putting up a sign-up sheet for food donations if that is how the committee is doing morning food for the event.

Help them arrange with Greg to have the tables set up in the morning outside the Pro Shop and make the coffee. He has done this many times and will be a big help to the committee. If the committee is having men volunteers to help with bags, make sure breakfast is offered to them also. Left-over food can be sent with the bar cart and offered to the players on the course. (Except fruit - too fragile.)

### **May Luncheon**

The usual for this luncheon. Work with the committee.

### **September Luncheon**

The usual for this luncheon. Work with the committee.

### **November Cancer Tournament**

This committee will do everything for this, unless they ask for help or advice.

### **Men's & Ladies Challenge**

The women do the hosting in odd years. If PV is hosting, you will work with the committee as usual and do the money collecting, etc.

### **December Luncheon**

The committee will pick a charity to benefit in addition to doing the luncheon planning. There is some extra money set aside in the budget to help in the cost of this event.

## **TOURNAMENT CHAIR**

The Tournament Chair will conduct the President's Cup and the Club Championship Tournaments.

She will post a sign-up for the tournaments in the Ladies Lounge one month prior to the event.

She will coordinate with the Handicap Chair to ensure the eligibility of all entrants.

She will provide refreshments for these functions as approved by the Board.



## WEBSITE AND EMAIL CHAIR

### **Requirements of the position:**

The Chair must have the ability and desire to create and maintain components of a website in a timely manner.

The Chair must be familiar with mass email systems and be able to use Word and Excel or similar programs.

**Website:** In order for a website to be productive and useful to our members, it must be kept up to date. This job includes posting weekly game results, the ringer results, board and general meeting minutes, monthly treasurer's reports and other items as needed. The posting of all other relevant information must be monitored and updated as needed. The website may be altered, pages added or removed, or the format changed at the discretion and ability of the Chair.

**Emails:** The email program used may be selected by the Chair. She is responsible for sending informational emails to members as needed and directed by the President. This responsibility includes keeping a current list of member email addresses in a CVS format.