

Canoa Ranch Women's Golf Association – Board Job Descriptions

All CRWGA Board members, whether elected, appointed, or volunteer, are encouraged to attend Board (monthly) and membership meetings.

President: The President is a voting member of the Board of Officers elected biannually in even-numbered years.

Role:

The role of the President is to provide the principal leadership and responsibility for the Canoa Ranch Women's Golf Association (CRWGA) organization. The President is responsible for ensuring that the Board of Officers fulfills its responsibilities for the governance and success in a manner that is transparent to the general membership of the club.

Duties:

- * Preside at all meetings of the Club and Board of Officers
- * Call special meetings of the Club or Board of Officers
- * Be an *ad hoc* member of all committees except nominating
- * Act as a signatory for the Club in all legal and financial matters
- * Has a good working knowledge of CRWGA By-Laws and Standing Rules and duties of Board of Officers
- * Oversee that annually recurring duties & club requirements are performed
- * Be a good role model and positive image for all membership in representing the Club
- * Supply agenda to Secretary for Board and Membership meetings at least 4 days in advance of meeting day for scheduled meetings
- * Be well informed of the organization's activities and be able to provide oversight
- * Club Historian for the following documents:
 - o Founding documents
 - o Board and General Membership meeting minutes
 - o The following identified club required documents
 - Annual Calendar
 - Board of Directors
 - By-Laws
 - Job Descriptions
 - Local Rules
 - Standing Rules

- * Annually recurring duties of the President:
- * December or January: take care of bank transition when a new Treasurer and/or President has been elected. Will need a copy of the minutes with documentation of the name of the new Treasurer or President so they can be given access to the bank account.
- * August: set membership fee with Board so Treasurer can fill in form for our online renewal process that begins October 1st.
- * November: appoint a committee or single Club member to create the Club's yearbook in January and distribute it in January or February.

Immediate Past President: The Immediate Past President is a voting member of the Board of Officers who assumes a 2-year term of office when a successor President takes office

Role:

The role of the Immediate Past President is to act as a support to the new Board of Officers after finishing her term as Club President.

Duties:

- * Assist as needed in all aspects of the Club
- * Act as an advisor to the Board of Officers
- * Be well informed of all Club activities
- * Be available to provide interim support for vacancies on the Board or committees if needed until that position is filled
- * Ensure gifts are available for presentation to the Most Improved player

Vice President: The Vice President is a voting member of the Board of Officers who is elected biannually in odd-numbered years

Role:

The role of the Vice President is to assist the President as directed, assume the duties of the President in her absence, and assume the Presidency in case of resignation or if the President is unable to fulfill her term.

Duties:

- * Assist and perform such duties as requested or needed
- * Coordinate the formation and execution of a committee for "The Open," assist as needed or chair the Open:

- o February: form Open committee and set the date for the next Open
 - o April through October: schedule and chair Open planning meetings
 - o August: assure that the Open "Save the Date" flyer is sent out
 - o One month before the Open: assure that the Open entry form is sent out
 - * Take the lead responsibility for annual Board of Officers elections:
 - o September: present process to Board and membership
 - o October: form nominating committee and recruit candidates
 - o November: present slate of candidates and date of vote to the Board and again to membership along with instruction on proxy voting
 - o November: conduct vote for new officers at membership meeting
 - o December: assist throughout the month with transition of new officers who begin duties on January 1st
 - o Responsible for annual review of club forms and documents
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Treasurer: The Treasurer is a voting member of the Board of Officers who is elected biannually in odd-numbered years

Role:

The role of the Treasurer is to act as chief fiduciary officer of the Club with responsibility to handle the Club's monies on behalf of the membership.

Duties:

- * Receive all monies due to Club, including but not limited to monies from AGA handicap renewals
- * Pay all bills authorized by the budget or Board of Officers
- * Keep an accurate record of receipts and expenditures
- * Provide a printed report at each regular meeting of the Club and Board
- * Present books for audit upon her resignation or end of term
- * Maintain the accounting for weekly winnings and distribution of payouts
- * Maintain the accounting for Ringer funds; in advance of semi-annual awards luncheons (April and October), provide collected funds to Ringer Chair to divide and award
- * Maintain the accounting for Hole-in-One (HIO) funds; collect for HIO pot as new members join during the year and/or when a HIO is paid out

- * Milestone recognition: track score improvements of all CRWGA members for the Club's awarding of pins semi-annually in April and October to a CRWGA member to mark the first time she breaks 100, 90, 80,70 or 60 during Club play. (Member is recognized only once per milestone.) Order milestone pins.
- * Annually recurring duties of the Treasurer:
 - December or January: take care of bank transition when new Treasurer or President is elected. Must have a copy of the minutes showing proof of election
 - Early September: coordinate with Handicap chair to complete online form for Club members' handicap renewal, including the CRWGA membership fee for the next year, after Board of Officers has determined the fee amount
 - October-December: prepare an annual budget with the President and Vice President to be presented to the Board of Officers and membership for approval at their respective January meetings
 - December: "unclick" the auto-renewal button next to the name of each Club member on the AGA website

Secretary: The Secretary is a voting member of the Board of Officers elected biannually in even-numbered years

Role:

The role of the Secretary is to carry out administrative duties that enable the CRWGA and its members to function effectively, serve as Club Historian and as custodian of Club by-laws, standing rules, and Board of Officers roster.

Duties:

- * Communicate, prepare, and distribute minutes of Board and membership meetings
- * Receive and disseminate correspondence to and from the Club
- * Record and maintain master records of the league, including all communications received and copies of all letters sent, and ensure effective management of CRWGA records as delegated to her. Ensure that these records of the club are maintained as required by CRWGA, AGA, USGA and Canoa Ranch Golf club and made available when required for reports, elections, referenda, other votes, etc. These records include:
 - Founding documents
 - Board and General Membership meeting minutes
 - The following identified club required documents
 - Annual Calendar
 - Board of Directors
 - By-Laws
 - Job Descriptions
 - Local Rules

- Standing Rules
- * Send the president, as historian of the club, the PDF version of official documents when they are updated.
- * Send the web master the PDF version of official documents when they are updated.
- * Ensure that proper notification is given of Board and General Membership meetings
- * Send correspondence as requested by Board/Membership (i.e., agendas, meeting minutes, etc.)
- * Assist Vice President with email “Save the Date” and entry forms communication for the Open.
- * Annually recurring duties:
 - o January: review “Annual To Do” and Job Description lists; bring suggested changes to the Board
 - o November: coordinate with the Club Vice President to present or send to the Club membership a slate of candidates for open Board positions along with proxy voting instructions
 - o December/January: provide to the outgoing and incoming President and Treasurer a full transcript of the November membership meeting minutes wherein the results of the election are documented (a requirement of changing bank account signatories)

Handicap/Membership Chair: The Handicap/Membership Chair is a voting member of the Board of Officers who is appointed by the Club President to a 2-year term of office in even-numbered years

Role:

The Handicap/Membership Chair has dual roles. As Handicap Chair, she upholds USGA Handicap system guidelines for the integrity of the Handicap system. As Membership Chair, she is the custodian of the Club membership records and serves as a welcoming and helpful point of contact for prospective and new Club members.

Handicap Chair Duties:

- * Establish and lead a Handicap committee that consists of at least 3 members at large and our Club’s Pro
- * Obtain or help establish USGA handicaps for all members of CRWGA
- * Assist all members on handicap issues making sure league day scores are posted
- * Determine Most Improved Player for the year
- * Post the USGA GHIN handicap report if needed

- * Organize Handicap workshops or seminars with the AGA as requested or needed by our membership.
- * Annually recurring duties:
 - o January: print out Most Improved Player report for the calendar year; present award at January membership meeting
 - o January – May: upon receipt of email notice from the AGA, attend (preferably with one or more Handicap Committee members) handicap certification seminars as required by USGA which will be paid yearly by the Club, and take an annual open-book handicap exam
 - o Early September: coordinate with Club treasurer to complete online form for Club members' handicap renewal, including the CRWGA membership fee for the next year, after Board of Officers has determined the fee amount
 - o September: notify the membership of upcoming renewal of handicap and amount of club fees. Give instructions of how and where to go on the AGA website to get this done starting October 1. Prepare a communication to the Secretary for email distribution.
 - o October or November: possibly plan a membership renewal day in December to help those that were unable to access a computer

Membership Chair Duties:

- * Provide a copy of the Club's annual handbook, coordinate new member materials, and welcome all new members to the Club. A mentor from the general membership may be assigned to a new member for support
- * Maintain current and dated roster of active members; provide roster to Club Webmaster for posting to CRWGA website
- * Provide and maintain membership information either through the CRWGA website or posted information on the CRWGA bulletin boards located in the Canoa Ranch Golf Club banquet room and pro shop
- * Contact women who have expressed interest in CRWGA, offering them the opportunity to play as a "paying guest" on a League play day but not as a participant in the League game
- * To ensure continuity in welcoming new members and encouraging their participation in League events, the Membership Chair should email the names and other appropriate information to the following CRWGA Officers and Chairwomen: President, Secretary,

Treasurer, Southern District Chair, Interclub Chair, Tournament Chair, and the League Day coordinator

- * Inform new members of the importance of attending the CRWGA General membership meetings and assume responsibility for introducing new members at those meetings
- * Maintain and distribute new member packets
- * Annually recurring duties:
 - October-January: Send updated roster and last-minute changes to Club yearbook chair per deadline established by yearbook chair for January publication and dissemination to Club members
 - Maintain current roster of active members

Rules Chair: The Rules Chair is a volunteer voting member of the Board of Officers whose term of office is unlimited

Role:

The role of the Rules Chair is to serve as the Club expert regarding the rules of golf and render decisions regarding the application of these rules to Club play.

Duties:

- * Assemble and lead a Rules Committee that consists of at least 3 members at large
- * Seek and provide answers to specific rules questions at membership meetings
- * Arrange for AGA Rules Clinics to be held at Canoa Ranch or announce and encourage members to attend the Rules Clinics provided by AGA
- * Serve on Tournament Committee; assist in writing up rule sheets for tournaments and special events.
- * Attend at least one AGA Rules Clinic paid for yearly by the Club
- * Be available during tournament days in event of rules dispute or designate a committee member to take her place
- * Review and prepare standing course playing rules on a regular basis

Tournament Chair: The Tournament Chair is a voting member of the Board of Officers who is appointed by the President in odd-numbered years to a two-year term of office

Role:

The role of the Tournament Chair is to coordinate weekly league play and act as an advisor for tournaments conducted for the Club membership.

Duties:

- * Establish and lead a tournament committee consisting of at least 3 members at large
- * Conduct or help with major tournaments
- * Oversee weekly sign-ups and payouts and games
- * Organize weekly play and find others to share duties for weekly play
- * Has knowledge of Golf Genius program and be willing to teach others
- * Communicate with golf course management, superintendent, and Rules Chair about course events and course markings
- * Be responsible for engraving the Club Champion plaque
- * Annually recurring duties:
 - o January-March: organize and conduct Club Championship
 - o September-October: coordinate development of yearly calendar for games and tournaments in collaboration with Club President, VP, AGA & SD reps

Hospitality Chair: The Hospitality Chair is a voting member of the Board of Officers who is appointed by the President for an open-ended term

Role:

The role of the Hospitality Chair is to take lead responsibility for league social events, work closely with Canoa Ranch management to ensure compliance with facility rules and regulations, and work with the Board members as a team to support and create activities that best promote friendships and harmony within the CRWGA membership.

Duties:

- * Establish and lead a committee from members at large
- * Assist with acknowledgements of CRWGA members for birthdays, personal issues as appropriate
- * Work closely in the menu planning for CRWGA luncheon meeting with the Canoa Ranch Food & Beverage Manager

- * Notify the Club membership of menu options prior to the luncheon
- * Coordinate the collection of the monies and personal menu selections from the participating women on the day of golf and luncheon meeting; pass the monies and information to the Grill on the Green food and beverage manager for the final luncheon arrangements
- * Assist with planning and execution (decorations, food, and beverages) of special events which might include but are not limited to major tournaments, holiday celebrations or other social gatherings
- * Annually recurring duties:
 - o January: plan the Club annual holiday luncheon to be held as a New Year's celebration
 - o April: help plan and host semi-annual awards luncheon
 - o October: help plan and host semi-annual awards luncheon
 - o November: collect from Club members donations for seasonal gifts for course grounds and other

Website Chair: The Website Chair is a voting member of the Board of Officers who is appointed by the Club President to an unspecified term of service

Role:

The role of the Website Chair is to act as webmaster for the Club by posting and maintaining up-to-date pertinent information that is needed for and by Club membership to the Club's website and Facebook account.

Duties:

- * Solicit written materials and pictures from Club members to post to the website
- * Post Club updates to its Facebook page

Publicity Chair: The Publicity Chair is a non-voting volunteer member of the Board of Officers with no specified term of office

Role: The Publicity Chair is responsible for ensuring that CRWGA and its activities are shared with the neighborhood newspaper, email, social media such as our Facebook and website for our members. Publicity Chair may do all three social media jobs herself or ask other members to share in this position.

Duties:

Work with Membership Chair to develop and promote programs for the recruitment of new members

Send weekly league results and tournament results to the Green Valley newspaper

Coordinate with Website Chair for the timely posting of Club information to the CRWGA website, Club house bulletin board and Facebook page

AGA Representative: The AGA Rep is a voluntary non-voting member of the Board of Officers.

Role:

The role of the AGA Rep is to be the liaison between AGA and CRWGA membership

Duties:

- * Attend one regional meeting each calendar year, paid for by the Club, to gain insight and information to be shared with our membership
- * Represent her club in all matters pertaining to its membership to the AGA, announcing any upcoming events on the State level to the Club
- * Represent the AGA in requesting compliance with procedural specifications, such as maintaining address information and maintaining club officer information on the AGA website
- * Be familiar with the AGA website and help club members to use this site to obtain information about the AGA and its activities. Teach members how to login to website, etc.
- * Encourage members to volunteer for AGA and have FUN!
- * Annually recurring duties:
 - o Conduct rounds 1-4 of the annual State Medallion tournament for her club, reporting the results to her club
 - o Spring: order State Medallion ball mark

September: inform the winners of their eligibility to compete in the AGA State Medallion Club Team event and inform the AGA office of the Club's winners; as needed, assist Club's winners to register by the November 1 deadline for the State Medallion Team event to be held in the Phoenix area in January. If the winners of the Medallion decline to play, the honor goes to the next in line.

- When notified by AGA of yearly election: collect Club's vote for AGA Board elections and return the marked ballot to AGA office

Southern District Representative: The Southern District Rep is a volunteer non-voting member of the Board of Officers.

Role:

The role of the Southern District Rep is to act as the liaison between the Southern District and the CRWGA membership.

Duties:

- * Attend Southern District spring and fall meetings or have another member act as proxy
- * Collect the Club's vote for Southern District Board Elections
- * Be familiar with the Southern District website and present members with information about upcoming tournaments given by Southern District; post these tournaments on our website, bulletins boards or via email
- * Maintain Club officers' information on Southern District website
- * Maintain a list of the Club's Southern District Members
- * Conduct or ensure that the Telegraph and Del-Sud tournaments are conducted and paid out according to SD instructions; tabulate and submit results of these tournaments to SDWGA website administration after tournaments are completed
- * Annually recurring duties:
 - December: Collect annual Membership fees and submit member applications and 1/2 of the money collected to SDWGA Treasurer, keeping the other 1/2 of the dues collected for CRWGA (for Telegraph & Del-Sud local tournaments)
 - February - April: administer the Telegraph one-day tournament and Del Sud two-day eclectic tournament.

- o April: present results of Telegraph and Del Sud tournaments at Club's semi-annual awards luncheon
- o September-December: work with Tournament Chair to set dates for Del Sud & Telegraph
- o November or December: present to the Club membership the benefits of SDWGA membership

Ringer Chair: The Ringer Chair is a volunteer non-voting member of the Board with no specified term of office

Role:

The Ringer Chair is responsible for promoting, organizing, and collecting monies for the CRWGA Ringer Club membership, flighting participants using their initial handicap index as documented in Golf Genius, and for tracking ringers on an Excel spreadsheet, with assistance of Weekly Play Chair or Tournament Chair, as needed.

Duties:

- * Invite all new members as they join throughout the year
- * Post updated Ringer results to the CRWGA website members page and the Club's bulletin board by the Canoa Ranch banquet room monthly. Postings should include the current date
- * Annually recurring duties:
 - o April: collect for Ringer club membership for the season starting April 15th - October 14th
 - o October: collect for Ringer club membership for the season starting October 15th – April 14th

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