

Task Area	Responsible Party	Task	Date	Comment
AGA	AGA Chair	Manage Medallion Tournaments 4 local tournaments schedule per year typically Feb, March, April, Nov, with state competition in January	September - December	See Tournaments & Weekly Play - New year tournament schedule & calendar
AGA	AGA Chair	Assist Medallion Gross & Net Winners signup for January tournament	November	Deadline is usually 12/1
Elections	Vice President	Present process to both board and membership	August	
Elections	Vice President	Nominating committee formed and candidates recruited.	September - October	
Elections	Secretary	Present slate of candidates and date of vote to membership with proxy voting instructions	October	
Elections	Vice President Secretary	Membership vote	November	December is the transition month

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Elections	President Past Treasurer New Treasurer	Take care of bank transition when treasurer is up for election.	December	Have the minutes that prove the new treasurer should be given access to the bank account. Past treasurer, new treasurer and president need to sign a document at the bank.
Elections	Vice President	New Officers take positions	January	
Elections	Vice President AGA Rep	Update Officers on AGA Website	January	
Finance	Treasurer	Collect for "Hole in One" pot	As new members come in during the year and after someone gets a "hole in one"	
Finance	Treasurer	Create Annual Budget	November - December	Board to vote for approval in December
Finance	Treasurer	Annual Budget Approval	January	In January membership meeting
Executive	President	Take care of bank transition when new treasurer is noted in - President, new treasurer and past treasurer	December	Have the minutes that prove the new treasurer should be given access to the bank account. Past treasurer, new treasurer and president need to sign a document at the bank.
Hospitality	Hospitality Chair	Collect for seasonal gifts	November	We typically collect for grounds staff - could be others....
Hospitality	Hospitality Chair	Annual Holiday Luncheon	December/January	This is not an awards luncheon as those are in April and October.

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Membership	Membership/Handicap Chair	Post membership handicap index report on the bulletin board	bi-Monthly	after 1st and 15th GHIN updates
Membership	Membership/Handicap Chair	Send updated roster to person doing the yearbook	December - January	Yearbook Chair to set deadline last roster changes.
Membership	Membership/Handicap Chair	Take annual Handicap Exam	January -March	She gets a notice via email and has several months to complete test). Open book so committee can help.
Membership	Membership/Handicap Chair	Complete online form for Club handicap renewal	September	includes our membership fee, etc. so will need to work with the treasurer on this.
Membership	Membership/Handicap Chair	Determine most improved player of the year	December	
Membership	Secretary	Create & send membership communication regarding process for membership renewal	September/Oct 1 - send	Work with Membership/Handicap Chair
Membership	Treasurer	Unclick (remove) auto-renewal button next to members name on AGA website.	December 26	Must be done by end of December 26
Membership	Secretary	Create & send reminder membership communication about renewal deadline to receive discount	December/December 15 - send	Work with Secretary to send out via email.

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Milestone Recognition	Member	Inform Treasurer	On-going	There are pins that are given out to the person breaking a milestone. Member is recognized only once per milestone.
Milestone Recognition	Treasurer	Recognize who has reached a milestone is last awards meeting	On-going	Keep track when you give a pin so you can recognize them at the next awards meeting
Open	Vice President	Open committee formed	February	
Open	Vice President	Open Planning meetings	April - October	
Open	Secretary	Open Save the Date communication	August	
Open	Secretary	Open Registration Communication	September/ October	
Publicity	Publicity Chair	Send weekly results to GV newspaper, postings to club house bulletin board, promote recruitment		Work closely with Website Chair and the Members Chair
Ringers	Ringer Chair	Collect for April 15— October 14 Ringers Club membership	April	Need to invite new members as they come in during the year
Ringer	Ringer Chair	Flight and give out ringer awards at award meeting	November	
Ringers	Ringer Chair	Collect for October 15 — April 14 Ringers Club membership	October	Need to invite new members as they come in during the year

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Ringers	Ringer Chair	Flight and give out ringer awards at award meeting	April	
Secretary	Secretary	Review "Annual To Do" list	January	
Outgoing President	Outgoing President	Ensure gifts available for Most Improved Player presentation	January	
Southern District	Southern District Chair	Collect Annual Membership Fees	December	
Southern District	Southern District Chair	Submit member applications and monies to SDWGA treasurer	January	Retain 1/2 for CRWGA
Southern District	Southern District Chair	Manage the Telegraph & del Sud tournaments	January - March	Includes setting up tournaments and submitting results to SD website admin
Southern District	Southern District Chair	Present Telegraph del Sud awards to winners	April	
Southern District	Southern District Chair	Attend SDWGA Board of Directors meeting	May/September	Send a voting alternate if unable to attend.
Southern District	Southern District Chair	Presentation/summary of SDWGA membership benefits	November & December	
Southern District	Southern District Chair	Work with Tournament Chair to get Del Sud and Telegraph tournaments scheduled for next calendar year	September - December	See Tournaments & Weekly Play - New year tournament schedule & calendar

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Tournaments & Weekly Play	Tournament Chair	Club Championship & Presidents Cup organized & executed	January - March	
Tournaments & Weekly Play	Tournament Chair	New year tournament schedule & calendar	September - during over-seeding	President, VP, AGA Rep and SD Chair shall work with Tournament Chair to set the next years calendar.
Tournaments & Weekly Play	Tournament Chair	Finalize next year's tournament schedule & calendar	December	President, VP, AGA Rep and SD Chair shall work with Tournament Chair to set the next years calendar.
Yearbook	Yearbook Chair	Create yearbook	January	
Yearbook	Yearbook Chair	Distribute yearbook	January/February	

Updated:

2/14/22 - consolidated SD tournament management as per SD rep advice .

8/15/24 - Election changes

8/25/25 - added months task of posting members handicap index report on the bulletin board to Membership committee tasks.

12/12/25 - added AGA representative responsibility to assist Medallion Winners regarding signup for January tournament in November

Jan 2026 – SD collection timing to Dec, Outgoing President duty, Handicap identification of Most Improved Player