

| Task Area        | Responsible Party                                     | Task                                                                                                                                          | Date                 | Comment                                                                                                                                                                    |
|------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AGA</b>       | <b>AGA Chair</b>                                      | Manage Medallion Tournaments<br><br>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                                                                                                    |
| <b>Elections</b> | <b>Vice President</b>                                 | Present process to both board and membership                                                                                                  | August               |                                                                                                                                                                            |
| <b>Elections</b> | <b>Vice President</b>                                 | Nominating committee formed and candidates recruited.                                                                                         | September - October  |                                                                                                                                                                            |
| <b>Elections</b> | <b>Secretary</b>                                      | Present slate of candidates and date of vote to membership with proxy voting instructions                                                     | October              |                                                                                                                                                                            |
| <b>Elections</b> | <b>Vice President<br/>Secretary</b>                   | Membership vote                                                                                                                               | November             | December is the transition month                                                                                                                                           |
| <b>Elections</b> | <b>President<br/>Past Treasurer<br/>New Treasurer</b> | 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. |
| <b>Elections</b> | <b>Vice President</b>                                 | New Officers take positions                                                                                                                   | January              |                                                                                                                                                                            |
| <b>Elections</b> | <b>Vice President<br/>AGA Rep</b>                     | Update Officers on AGA Website                                                                                                                | January              |                                                                                                                                                                            |

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|--------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Finance</b>     | <b>Treasurer</b>                  | Collect for “Hole in One” pot                                                                             | As new members come in during the year and after someone gets a “hole in one” |                                                                                                                                                                            |
| <b>Finance</b>     | <b>Treasurer</b>                  | Create Annual Budget                                                                                      | November - December                                                           | Board to vote for approval in December                                                                                                                                     |
| <b>Finance</b>     | <b>Treasurer</b>                  | Annual Budget Approval                                                                                    | January                                                                       | In January membership meeting                                                                                                                                              |
| <b>Executive</b>   | <b>President</b>                  | 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. |
| <b>Hospitality</b> | <b>Hospitality Chair</b>          | Collect for seasonal gifts                                                                                | November                                                                      | We typically collect for grounds staff - could be others....                                                                                                               |
| <b>Hospitality</b> | <b>Hospitality Chair</b>          | Annual Holiday Luncheon                                                                                   | December/ January                                                             | This is not an awards luncheon as those are in April and October.                                                                                                          |
| <b>Membership</b>  | <b>Membership/ Handicap Chair</b> | Post membership handicap index report on the bulletin board                                               | bi-Monthly                                                                    | after 1st and 15th GHIN updates                                                                                                                                            |
| <b>Membership</b>  | <b>Membership/ Handicap Chair</b> | Send updated roster to person doing the yearbook                                                          | December - January                                                            | Yearbook Chair to set deadline last roster changes.                                                                                                                        |
| <b>Membership</b>  | <b>Membership/ Handicap Chair</b> | 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.                                                                     |

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|-----------------------|-------------------------------|--------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Membership            | Membership/<br>Handicap Chair | Complete online form for Club handicap renewal                                             | September                       | this includes our membership fee, etc. so will need to work with the treasurer on this.                             |
| Membership            | Secretary                     | Create & send membership communication regarding process for membership renewal            | September/Oct 1 - send          | Work with Membership/<br>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/<br>December 15 - send | Work with Secretary to send out via email.                                                                          |
| 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                          | Depends on date of the open.                                                                                        |

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|--------------------------|--------------------------------|-----------------------------------------------------------|-----------------------|----------------------------------------------------------------------------|
| <b>Open</b>              | <b>Secretary</b>               | Open Registration Communication                           | September/<br>October | Depends on date of the open.                                               |
| <b>Ringers</b>           | <b>Ringer Chair</b>            | Collect for April 15 — October 14 Ringers Club membership | April                 | Need to invite new members as they come in during the year                 |
| <b>Ringer</b>            | <b>Ringer Chair</b>            | Flight and give out ringer awards at award meeting        | November              |                                                                            |
| <b>Ringers</b>           | <b>Ringer Chair</b>            | Collect for October 15 — April 14 Ringers Club membership | October               | Need to invite new members as they come in during the year                 |
| <b>Ringers</b>           | <b>Ringer Chair</b>            | Flight and give out ringer awards at award meeting        | April                 |                                                                            |
| <b>Secretary</b>         | <b>Secretary</b>               | Review “Annual To Do” list                                | January               |                                                                            |
| <b>Southern District</b> | <b>Southern District Chair</b> | Collect Annual Membership Fees                            | December              |                                                                            |
| <b>Southern District</b> | <b>Southern District Chair</b> | Submit member applications and monies to SDWGA treasurer  | January               | Retain 1/2 for CRWGA                                                       |
| <b>Southern District</b> | <b>Southern District Chair</b> | Manage the Telegraph & del Sud tournaments                | January - March       | Includes setting up tournaments and submitting results to SD website admin |
| <b>Southern District</b> | <b>Southern District Chair</b> | Present Telegraph del Sud awards to winners               | April                 |                                                                            |
| <b>Southern District</b> | <b>Southern District Chair</b> | Attend SDWGA Board of Directors meeting                   | May/September         | Send a voting alternate if unable to attend.                               |

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|--------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Southern District</b>             | <b>Southern District Chair</b> | Presentation/ summary of SDWGA membership benefits                                                   | November & December             |                                                                                                      |
| <b>Southern District</b>             | <b>Southern District Chair</b> | 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                              |
| <b>Tournaments &amp; Weekly Play</b> | <b>Tournament Chair</b>        | Club Championship & Presidents Cup organized & Executed                                              | January - March                 |                                                                                                      |
| <b>Tournaments &amp; Weekly Play</b> | <b>Tournament Chair</b>        | 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. |
| <b>Tournaments &amp; Weekly Play</b> | <b>Tournament Chair</b>        | 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. |
| <b>Yearbook</b>                      | <b>Yearbook Chair</b>          | Create yearbook                                                                                      | January                         |                                                                                                      |
| <b>Yearbook</b>                      | <b>Yearbook Chair</b>          | 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.