

QUAIL CREEK LADIES GOLF ASSOCIATION (QCLGA)

JOB DESCRIPTIONS

IN GENERAL:

All Officers and Committee Chairpersons shall:

- Attend all Board and General Meetings if possible and send talking points for meetings to President five (5) days prior to all meetings.
- Review and submit any additions/corrections to meeting minutes to the Secretary within two (2) days of receipt.
- Approve meeting minutes within two (2) days of receipt.
- Be aware of other members' responsibilities and assist/cover as needed.

OFFICERS

PRESIDENT – Voting Member

- Candidates for President should be board or committee members or have relevant prior experience.
- Acts as Chief Executive Officer of QCLGA and ex-officio member of all committees except the Nominations and Elections Committee.
- Upholds the QCLGA By-Laws and Standing Rules.
- Has signing authority on QCLGA bank accounts.
- Prepares the agenda for all meetings and requests talking points five days prior to all meetings.
- Chairs (or designates a chairperson) all General Meetings and Board Meetings.
- Holds a Board meeting to choose Committee Chairpersons prior to the first General Meeting.
- Provides new Committee Chairs with copy of her Job Description
- Selects two members from the general membership (not elected official or committee chairs) to form an Audit Committee in December. The Audit Committee will report directly to the President. Members should have general accounting knowledge or work experience.
- Performs an examination of the Treasurer's records for the prior year and certifies the correctness of the records. The auditor's written report, when given to the President, shall have the effect of approving the Treasurer's Annual Report to the general membership.
- Appoints three to five members to comprise the Nominations and Elections Committee.
- Software Admin for QCLQA email (QCLQA@hotmail.com) and MailChimp.

VICE PRESIDENT – Voting Member

- Acts in the President's role in her absence.
- Submits room request to secure necessary facilities for Board and General Meetings, luncheons, and other special events requiring reserved rooms.
- Coordinates luncheons and banquets with the QC Banquet Manager including negotiating the cost, menu, arrangement of table set-up, chairs, podium, and microphone (if needed), and forwards invoices from QC Banquet Department to Treasurer for payment.
- Supports special projects as required and assigned.
- Coordinates all requests with the Tournament Committee for special tournaments, i.e., the Grill patio.
- Coordinates the "Community Charity" event with QCLGA 9'ers and QCLGA Putters. Serves as chair of this event and MC at the luncheon.
- Obtains and presents in consultation with the Treasurer the outgoing President's gift.
- Other duties as assigned by the President.

SECRETARY – Voting Member

- Records and prepares draft meeting minutes of all QCLGA Board and General Meetings including names of all attendees, committee reports and results.
- Distributes draft meeting minutes to Board Members and Committee Chairpersons seeking comments, additions, or corrections.
- Promptly finalizes and forwards meeting minutes to QCLGA Board and Committee Chairpersons along with a PDF file to Webmaster for publication to website.
- Conducts correspondence as directed by the Board.
- Presides over all Board and General Meetings in the absence of the President and Vice President.

TREASURER – Voting Member

- Shall have a working knowledge of banking, Excel, accounting software and software programs (including Stripe and or like programs) for credit card processing.
- Shall keep or cause to be kept, true and correct records of accounts in accordance with generally accepted accounting principles.
- Maintains an accurate record of all funds received and disbursed.
- Promptly deposit all cash or checks made payable to QCLGA to it's bank account.
- Pay invoices submitted to the QCLGA (all must be accompanied by a receipt and a fully completed Expense Reimbursement Form).
- Ensures that any expenses not budgeted for have approval from Committee Chair and/or QCLGA voting board member before payment.
- Prepares monthly reconciliation of bank account.
- Maintains monthly Financial Statements.
- Sends quarterly financial statements to Webmaster for posting.
- Sends any Board-approved donations to the charity of choice with a letter on QCLGA letterhead in the event of the death of a QCLGA member or spouse.
- Maintains and forwards updated list of Hole-in-One Club members to RBC Chair and Webmaster. Forwards updated list of Southern District members to SDWGA Chair.
- Acts as a “pass-through” for two organizations, Southern District and the Member/Guest Tournament. These “pass-through” relationships are not part of the QCLGA financials.
- Works with the QCLGA Tournament Committee and the Member/Guest Tournament Committee for credit card processing reconciliation as needed.
- Finalizes/prepares all documents for the annual audit at year's end (December 31).
- Coordinates with the President the next year's budget for approval in January by the new Board.

TOURNAMENT CHAIRPERSON – Voting Member

- Trains new members (Coordinators) of the Tournament Committee in the use of the Tournament Manager Application, Golf Genius (GG).
- Advises the Director of Golf, Assistant Golf Professional and Course Superintendent of annual QCLGA events to facilitate proper coordination of the monthly Chelsea Golf calendar and any required set-up requirements for the golf course.
- Coordinates with the QCLGA Board to ensure Tournament Committee budgets are in place for the following year.
- Following Year Calendar Development:
 - Schedules and coordinates the annual preparation meeting with the QCMGA for scheduling major events for the following year calendar. Include communication of calendars with QC9LGA and Duffers. Follow-up review with assigned Tournament Coordinators and QCLGA Board Members
 - Coordinates with the QCLGA President and Vice-President for scheduling of special events that require reservations of rooms/food/facilities.
 - Coordinates qualifier dates with appropriate AZ Golf/SDWDA and Interclub Chairpersons to support these special competitions.
 - Coordinate with Tournament Committee members to define events and coordinators.
 - Develops and distributes the following year calendar to the QCLGA Board for review and approval.
 - Provides copies of the calendar to the Pro Shop, QCMGA, QC9LQA and Duffers.
 - Provides calendar link to Webmaster for posting to QCLGA website.
 - Software Admin for Golf Genius and Dropbox. Maintains Customer Managers and Administrative Access.
 - Develops and Maintains Golf Genius Player Roster, ensure correct custom fields are set and players are registered properly within GG and with the AZ GOLF
 - Ensures all Quail Creek course details are downloaded, certified by AZ GOLF, and correct.
 - Ensures all tee and course information are correct.
 - Develops annual GG portal access for player tee times, results, and player information.
 - Develops League and Event sections to support annual GG calendar.
 - Communicates to membership annual GG Portal sign-in instructions and provides any needed updates to information about GG on QCLGA Website to Webmaster.
- Managing Current Year and Golf Genius (GG) Calendars:
 - Prepares and distributes information pertaining to tournaments and dates to QCLGA members, Board and Pro Shop as needed. Assures the link to current calendar on Website is correct.
 - Moves/changes coordinators and events as situations require. Communicates with the QCLGA Board.
 - Ensures GG calendar is populated with correct rounds, dates, and event information for signups.
 - Ensures GG invites are set to be delivered to membership 2 (weeks) prior to the event.

PAST PRESIDENT – Non-voting Member

- Serves on Board in an advisory position.

COMMITTEES

TOURNAMENT

- Coordinators:
 - For assigned events, communicate event directions/signup to players 2 weeks prior to events.
 - Update GHIN handicaps before each event.
 - Set up tournament flights and pairings (amend pairings as necessary for last minute additions/deletions).
 - Print scorecards.
 - Provide Pro Shop with pairings and starting tee information.
 - Collect scorecards for event and verify for configured payout.
 - Provide player pay summary (winner payouts) to the Pro Shop.
 - For major tournaments, communicates Conditions of Play to golfers.
 - If a rules infraction or rules question occurs, promptly communicate such to the Rules Committee Chair and Board for resolution.

AZ Golf/SDWGA CHAIRPERSON

- Refers to list of duties of the Southern District Representative (on SDWGA website) and attends SDWGA Partner/Director meetings as required. Select a voting alternate to act in her stead if unable to attend a meeting and advise the SDWGA Secretary in advance.
- Arranges entry to AZ GOLF State Medallion Tournament (entry form payment).
- Identify dates of qualifying rounds for State Medallion, Del Sud and Telegraph Tournaments and shares with Tournament Committee for placement on calendar. Tracks scores for State Medallion, Del Sud and Telegraph Tournaments.
- Announce winners of tournaments and provide with photos to appropriate Board members and committees (Publicity, News Blast, Webmaster).
- Announces winners and award winnings at General Meeting.
- Maintains SDWGA membership list and sends updates to QCLGA Webmaster.
- Maintains record of Southern District Golf Association By-Laws, Standing Rules, tournament information and Minutes of Southern District meetings.

HANDICAP CHAIRPERSON

- Completes certification requirements.
- Trains new committee members.
- Ensures committee members read and familiarize themselves with the 'Rules of Handicapping' manual.
- Contacts AZ GOLF to give them the names of committee members.
- Is the liaison between AZ GOLF and QCLGA.
- Obtains access to the USGA Portal.
- Accepts or denies potential new members and forwards new member information to relevant committee chairpersons.
- Randomly accesses tee sheets from the pro shop to ensure players are posting their scores. Sends emails to players who did not post.
- Adjusts dates played or scores of members who have submitted incorrect information.

HOSPITALITY CHAIRPERSONS

- Sends 'Welcome' card to new members.
- Sends Birthday ecards to members.
- Sends 'Care and Concern', 'Get Well' and 'Sympathy' cards when appropriate.

INTERCLUB CHAIRPERSON

- Participates in Interclub meetings with other clubs in the league.
- Communicates with the Tournament Committee in the fall to choose a host date for the following year allowing the committee to schedule dates on the calendar.
- Compiles a list of players interested in playing Interclub.
- Identifies players for play date, location and time. Confirms a list of players and collects money for green fees and, if appropriate, lunch.
- Coordinates with Quail Creek Golf Club ahead of Interclub hosting play date. Topics include tee times, carts, staging, bag drop help, local rules and lunch if appropriate.
- Select new league team shirts every two years or as needed.

NEW MEMBER AMBASSADOR CHAIRPERSON

- Contacts new members to set up a Meet and Greet
 - At Meet and Greet:
 - Go through QCLGA website (www.mygclga.com)
 - Help new members set up GHIN and Golf Genius mobile apps.
 - Takes photo of new members and forwards to Webmaster
 - Provide these handouts:
 1. QCLGA New Member Information
 2. Navigating the Website Outline
 3. Three Maps Handout – showing directions to each hole on all three courses.
 4. Special Competitions List
- Introduces new members on league days and at luncheons.
- Informs President to add new members to the President's News Blast and Mailchimp Roster.
- Informs Tournament Chairperson of new members and collaborates with Chairperson to place new members with Board members and/or named volunteers to golf with the new members on first couple league day and PYP events.
- Informs Hospitality Committee to send a welcome card.

PUBLICITY CHAIRPERSON

- Take photos as requested for major events and tournament winners.
- Submits weekly golf results to the monthly Quail Creek Crossing, www.robsonpublishing.com/editorial
- Drafts articles for special events and submits them to the Quail Creek Crossing, www.robsonpublishing.com/editorial
- Submits all Holes-In-One (HIO) photos and article to the Quail Creek Crossing. www.robsonpublishing.com/editorial
- Sends photos to Webmaster and President for posting on website and in President's News Blast.
- Oversee QCLGA bulletin board outside Pro Shop.

RINGERS, BIRDIES & CHIP-INS CHAIRPERSON

Requires a basic knowledge of Excel computer program.

- Ringers, Birdies & Chip-Ins:
 - Sets-up initial computer records each year.
 - Collects weekly back-up scorecards from Pro Shop or Tournament Committee members.
 - Records weekly (eligible) scores from the back-up scorecards.
 - Updates the website monthly by sending files to Webmaster.
 - Computes the final RBC scores and then awards prize money at the December luncheon.
 - Any other project(s) that are requested and agreed upon.
- Eagles:
 - Maintain records of Eagles made by RBC members and non-members. (See “Eagles General Information” under PLAY DAY INFO on Website).
 - Provides Eagle awards at the December luncheon/General Meeting.
- Hole-in- One:
 - Enters any HIO certificate request with azgolf at: [Holes In One](#) Including a picture of the member.
 - Has HIO certificate mailed to them. (HIO's can be made on league day, on any other day at QC and at any other courses in the country with all appropriate information supplied.) At the end of the year, any HIO certificates are given to the President to present at the QCLGA end of year event.
 - Maintain records of HIO's made by members and HIO Club members. (See “Hole-in-One General Information” under PLAY DAY INFO on Website).
- Awards:
 - Attends to engraving of trophies and Hole-in-One plaque.

RULES CHAIRPERSON

- Ensure at least two volunteers serve on the committee.
- Prepares Rules Report for discussion at each QCLGA Board and General Meeting

- Is available to answer Rules questions from the membership after play day as well as when needed.
- When Rules issues come up, copy all Rules Committee members either by email or phone call with responses so they know what has transpired.
- Orders new Official Guides when republished for all Committee members.
- Prepares the monthly Rules Reminders and forwards to the President to be in the President's News Blast.
- Provides additional rules to be highlighted in the President's News Blast when necessary.
- Meets monthly with Committee members to review previous issues and discuss upcoming changes, if appropriate

BY-LAWS/STANDING RULES COMMITTEE

- Create, maintain and update the QCLGA By-laws and Standing Rules, which is the set of rules that guide its operations and activities.
- Include the number of directors the organization should have, the roles and responsibilities of the directors, nomination and election guidelines, frequency of board meetings in the by-laws, membership eligibility, code of conduct, financial considerations, and other appropriate issues.
- Review the current by-laws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Board and Membership.
- Oversee that the current By-laws and Standing Rules of the QCLGA are published.
- Evaluate the proposed changes for clarity, proper wording, and consistency with existing articles and sections

WEBSITE

In general, Webmaster ensures items are updated and posted to appropriate pages on the Website.

- **HOME & GOLFER NEWS** – Note updates when changes are made to the Website such as new members, HIO, Eagles etc.
- **PLAY DAY INFO**
 - *Calendar* – Link to calendar will be supplied by Tournament Committee
 - *Cancellations of QCLGA Play Day Tournaments*
 - *Skins Guidelines* – Update as needed.
 - *Golf Genius Digital Mobile Scoring* – Updates provided by Tournament Committee Tech Advisor
 - *Games Glossary* – Link to games Glossary will be supplied by Tournament Committee
 - *QCLGA Championship* – Updates will be supplied by Tournament Committee
 - *Member-Guest Tournament* – yearly information and registration information provided by M/G Committee
 - *Pace of Play* – Updates will be supplied by Tournament Committee/Board
 - *Posting Scores* – Updates will be supplied by Tournament Committee/Handicap Committee/Board
 - *Special Competitions* – Updates provided by AZ GOLF/SDWGA and Interclub Committees.
 - *Ringers, Birdies, Chip-Ins* – General information Updates by RBC Committee.
 - *Eagles* – General Information – Updates provided by RBC Committee.
 - *Hole-in-One Club* – General Information – Updates provided by Treasurer or RBC Committee.
 - *2-Club* – General Information – Update as needed.
- **RBCs** – Monthly Updates will be supplied by RBC Committee.
- **GOLF GENIUS** – Updates to pages will be provided by Tournament Committee and/or Tech Advisor
- **NEW MEMBERSHIP APPLICATIONS AND RENEWALS** – Updates provided by Treasurer and/or Handicap Committee Chair
- **MEMBERSHIP/ROSTERS/GHIN NOS.**
 - *Contact INFO – GHIN # - BIRTHDAYS* – Provided by Handicap Committee Chair OR requested updates/changes by members.
 - *Member Photos* – Provided by New Member Ambassador Chair
 - *Hole-In-One Club Roster* – updates to be provided by Treasurer.
 - *SDWGA Roster* – Provided by SDWGA Committee
- **ABOUT US**
 - *Officers & Committees* – Update yearly as supplied by President.
 - *By-Laws* - update as necessary (only after approved at Board and General Meetings)
 - *Standing Rules* – Updates provided by committee
 - *Job Descriptions* – Updates provided by Board and Committees
 - *Handicap Committee* – update as requested.
 - *Rules Committee* – update as requested.
 - *Meeting Dates* – President to provide dates annually.
 - *Meeting Minutes* – Provided by Secretary.
 - *Treasurer's Reports* – Provided quarterly by Treasurer.
 - *Forms* - Updates provided by Treasurer.

- **EVENT PHOTOS**
 - *Yearly Event Photos* – Provided by Publicity Committee
 - *Eagles Photos* – Provided by Member
 - *Hole-In-One Photos* – Provided by Member
- **HALL OF FAME**
 - *Course Record* – updates provided by Tournament Committee as they occur.
 - *Past Presidents* – update as needed.
 - *Eagles History* – updates provided by RBC Committee as they occur.
 - *Hole-In-One History* – updates provided by RBC Committee as they occur.
 - *Club Champions & President's Cup Champions* – update by Tournament Committee as needed.
- **OUTSIDE PLAY**
 - *Interclub News, SDWGA News, State Medallion, Kachina Dolls*
– updates to be provided by various committees
- **OTHER LINKS** – Update to links provided by Board or Committees as needed.
 - AGA
 - SDWGA
 - GHIN
 - Chelsea
 - Golf Genius
 - Kachina Dolls

OTHER

KACHINA DOLLS REPRESENTATIVE - Kachinadolls.net

- Kachina Dolls is an ABCD tournament that is held at different golf courses in the area.
- The season is from November to April or May.
- Each course will host an event every three years.
- Attends Kachina Representative meeting.
- Sends out signup sheets for each event and collects checks.
- Sends the checks for each event to the Kachina Treasurer.

MEMBER/GUEST

- Chairperson(s) plan a two to three-day flighted event for members and their guests.
- Flight winners are awarded on the final day of the tournament.
- In addition to playing golf, there may be raffles or other games such as longest drive, closest to the pin, etc.
- Create groups to assist with decorating, raffle basket or raffle prizes, registration, scoring, itinerary, program, food, finding sponsors and donations as well as finding volunteers to work the golf course on play days.