

President Job Description

General Responsibility

Manage the AWGA in a manner consistent with the bylaws and make it an organization that members enjoy and want to belong to.

Specific Responsibilities

Conduct board meetings and general meetings to review operational matters and discuss and resolve any concerns, problems or suggestions that arise. It has been customary to:

- Have the Secretary announce the minutes of the prior meeting have been posted to the AWGA website and ask for corrections or additions, than have them voted on;
- Ask each Chairperson to report on their area of responsibility;
- Discuss any Old Business, as needed;
- Request any New Business, and discuss such or any of your own;
- Conduct a vote when needed.

Maintain the Presidents File with important notes and other documentation as a backup for the AWGA website including:

- Job Descriptions
- Bylaws
- Playday Procedures

Ensure that changes to the by-laws are communicated to members for at least one month before voting. Approved changes will be incorporated into the bylaws posted on the website.

Review the budget at least semi-annually and have the treasurer readjust if necessary.

The President has signature authority on the AWGA bank account.

Oversee the nomination of Board members for the following years. It has been customary to:

- Appoint two members to the nominating committee before the September General Meeting and at that meeting call for the election of two 'at large' members to serve on the committee;
- Meet with the nominating committee, select a chairman, and begin the process of selecting officers;
- Present the proposed slate of officers at the November General meeting, allow nominations from the floor, and conduct the election.

Ensure outgoing officers update their job descriptions if anything has changed, give them to the new officers and help with turnover of responsibilities.

December Luncheon

- Request the membership to bring cookies for the pro shop and maintenance personnel at our golf courses to the December luncheon.

- Invite a representative from each golf course to be our guest at the luncheon.
- Decide on a charity and invite members to make a donation at the luncheon.

Responsible for interfacing with the Arlington Parks Department and the course pros and management on any issues that may arise. In addition, an added resource for the President to resolve issues is the Arlington Golf Advisory Board. *{Current Chair is Dave Branzell, dbranzell@gmail.com. The Arlington Parks Department can identify the current chair; update this contact here as required.}*

Diane Johnson – 2023

President