

Secretary - Job Description

Pre-Season (mid-October to mid-April)

- Update the information newsletter, print and mail to all the members. Print entry forms, membership form and newsletter for members who do not have access to a printer.

Pre-Tournament

- Receive the entry forms and payments for each tournament. Check the entry forms and checks for accuracy and contact the members regarding errors. Create a spreadsheet for each tournament and enter the players green fee, side games, rent cart or walk, who they wish to play with and any special requests. File the member forms alphabetically by tournament. Create a spreadsheet for each bank deposit (checks and cash). Total the checks and cash and verify that it matches the spreadsheet totals. Deposit the money in the STCU account at least bi-weekly (every two weeks) throughout the season. Email a copy of the deposit spreadsheet to the Treasurer on the day of the deposit. Track the dollars on the gift certificates that come in as payment for dues and/or tournaments and send them to the Treasurer when the funds are fully spent.
- Check the entry forms against the spreadsheet to make sure each form was entered on the spreadsheet. Email the tournament spreadsheet to the Tournament Chairman on the tournament due date. Communicate with the T.C. about late entries; he will decide whether they can be added or need to be on a waiting list. Contact the players who are put on the waiting list. Continue to work with the T.C. to follow through on late entries, withdrawals and additions from the waiting list. Update the spreadsheet with changes.
- When the tee times are available, compare the alpha listing on the website against the entry forms to make sure nothing was missed. Email the updated tournament file to the Treasurer the evening before the event.

Board Meeting

- Attend board meetings and record the minutes. Email the minutes to the board members and officers for their review and approval at the next board meeting.

Annual Meeting

- Work with the President and board members in organizing the annual meeting and dinner. Provide name tags for banquet attendees. Provide minutes for the annual meeting.

Miscellaneous

- Send a welcome letter to all new members along with the updated information sheet and a tournament schedule card.
- Maintain a spreadsheet of all members with address, phone, email and date of birth. Keep track of the number of new members added throughout the season. Delete those former members who have not paid the annual dues after the first half of play.