

## **ARFAX Roles and Responsibilities Delegates/Alternate Delegates**

### **Overall Responsibilities**

- The ARFAX Executive Committee is comprised of the Officers, Delegates and Alternates, and Standing Committee Chairs – the Delegates are members of the Executive Committee.
- Each club has one vote by its Delegate, Alternate, or designated representative at the Executive Committee meetings and any other meetings called by the President.
- Attend all Executive Committee meetings
- Keep your club's ARFAX members informed and up to date with the business of ARFAX and vote on their behalf, as needed, at Executive Committee meetings.
- Keep the Membership Chair up to date on changes in membership information throughout the season.
- Encourage members to use the ARFAX website ([www.arfaxgolf.org](http://www.arfaxgolf.org)) for information and tournament registration
- Recruit new members through advertising, flyers, etc., and act as the point of contact for prospective ARFAX members
- Review requirements and verify eligibility of prospective members to play in ARFAX events throughout the year as members join.
- Serve as the coordinator for ARFAX events at your course.
- Review Delegate *Action Items* in the minutes of each Executive Committee meeting and complete as indicated.

### **Month-By-Month Activities**

#### **November**

- Attend the November Executive Committee Meeting and Annual Meeting with new delegate/alternate.
- Receive two forms at the Executive Committee meeting from the Secretary: *Delegate/Alternate/Club Information* form and *Club Invoice* for club dues. Return dates are listed on the forms.
- If your club hosted a special tournament during the year, give an end-of-season report to the Executive Committee, and email a copy of your report to the Secretary.
- If your club is scheduled to host a Special Tournament or Cup (Ice Breaker, Two-Lady Team, Two-Lady Ryder, June, July, or August Cups), receive a form via email from the Vice President requesting proposed dates/rain dates.
- Identify Team Match players and match play dates. Submit, to the Team Chair, the Team Match forms, with players listed and match play dates. Return date is listed on the form.

- Alert prospective members that a 38.0 handicap index or lower and eight (8) posted scores [Home (H), Away (A), Competition (C), Nine Hole Combined (N)] during the year are needed to be eligible to play in ARFAX events.

## December

- Complete and return, to the Secretary, the *Delegate/Alternate/Club Information* form distributed at the November Executive Committee meeting. Return date is on the form and in the meeting minutes for the November Executive Committee.
- Deliver, to your club's Pro, the *Club Invoice* distributed at the November Executive Committee meeting. Return date is listed on the form.
- Complete and return, to the Vice President, Special Tournament and Cup form, if needed, signed by the Tournament point of contact and by the Club Pro with dates/rain dates. Return date is listed on the form. (Note: See the Website for information on Hosting a Tournament).
- Receive, via email from the Membership Chair, your club's roster of current members from the Membership Chair to review and update. Ask your members to review and update their information, listing a cell phone number. Review, make needed changes, and identify Team members.

## January

- Attend January Executive Committee Meeting and identify issues for action by the Executive Committee. Bring Alternate Delegate, if possible, and meeting Agenda, most current Handbook, dues check, membership changes, dates, etc.
- At the January Executive Committee meeting, submit to the Membership Chair, your updated Membership Roster of current members. Identify which members will serve as Team members.
- At the January Executive Committee meeting, deliver to the Treasurer ONE check made payable to ARFAX for all the membership dues from your club. Include a membership list of all members, and identify which members serve as Team members.
- Read and complete the *Action Items* for Delegates at the end of the November Executive Committee meeting minutes.

## February

- Attend February Executive Committee Meeting and identify issues for action by the Executive Committee. Bring Alternate delegate, if possible, and meeting Agenda, most current Handbook, and any outstanding items for discussion.
- For new members joining after the membership roster is submitted, provide the basic member information (name, club, email, cell phone number, and GHIN number) to the Membership Chair. Forward membership fees to the Treasurer.

- Remind Team Captains of required Team Captains' meeting held in March. A representative should be at the Team Captains' meeting.
- Team play forms are emailed to the Team Captains. All forms should be brought to the Team Captains meeting.
- Read and complete the *Action Items* for Delegates at the end of the January Executive Committee meeting minutes.

### **March**

- Attend March Executive Committee Meeting and identify issues for action by the Executive Committee. Bring Alternate Delegate, if possible, and meeting Agenda, most current Handbook, and any outstanding items for discussion.
- Bring any trophies your members may have won (Cup and/or Team trophies) to the Executive Committee meeting so they can be ready for the new season.
- Receive Handbooks that will be distributed at the Executive Committee meeting. Distribute them to your members.
- For new members joining after the Handbook is printed, provide the basic member information (name, club, email, cell phone number, and GHIN number) to the Membership Chair. Forward membership fees to the Treasurer.
- Inform your membership of ARFAX Icebreaker information.
- Read and complete the *Action Items* for Delegates at the end of the February Executive Committee meeting minutes.

### **April-May**

- Continue to invite to join ARFAX new members whose handicap indexes are 38.0 or below.
- Assist Team Captains with set up for team matches, as needed.
- Keep your membership informed of ARFAX information, including Special Tournaments and Cups.

### **June-August**

- Continue to remind your membership of Cup tournaments and Two-Lady Team and Two-Lady Ryder tournaments.
- If hosting a Cup, assist your Cup Chair with set up, as needed.
- Continue to invite prospective new members to join ARFAX.

### **September**

- Attend September Executive Committee Meeting and identify issues for action by the Executive Committee. Bring Alternate Delegate, if possible, and meeting Agenda, most current Handbook, and any outstanding items for discussion.

- Continue to invite prospective new members to join ARFAX.

## **October**

- Attend President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.
- Receive Team Match forms emailed to you requesting your team line-ups and match play dates and rain dates. (3 dates for matches needed if your club has more than 2 teams). Divisions and Teams are based on November 15 handicap indexes. Return date is listed on form.