

ARFAX Roles and Responsibilities

President

Overall Responsibilities

- The ARFAX Executive Board is comprised of the Officers – as an Officer, the President is a member of the Executive Board
- Preside over all Executive Board and Executive Committee meetings and Annual Meeting
- Coordinate all committees and officers
- Chair President's Cup Tournament
- Send personal notes to members as needed for unusual situations
- Update and maintain ARFAX Archives.

Month-By-Month Activities

November

- Prepare agenda for November Executive Committee Meeting and Annual Meeting and forward to Secretary for distribution about two weeks in advance of meeting date
- Preside over November Executive Committee Meeting and Annual Meeting.
- Ensure Nominating Chair installs Officers.
- Prepare agenda for and convene meetings of Executive Board.
- Assign all standing committee chairs and assist them, if necessary.
- Assist Vice President.
- Set schedule for Executive Board and Committee meetings for coming year.
- Secure date for President's Cup held in October and forward date to the Vice President for the master schedule.

December

- Conduct Executive Board Meetings
- Continue with any of November's items that need attention.
- Obtain list of all returning and new delegates and alternates from Secretary.
- Provide Chair names and contact information to the Secretary.
- Ensure Secretary has sponsors lined up.
- Prepare agenda for and convene meetings of Executive Board.

January

- Prepare agenda for and convene meetings of Executive Board

- Prepare agenda for January Executive Committee meeting and submit to Secretary about two weeks in advance of meeting date.
- Preside over January Executive Committee meeting.
- Provide the Tournament Schedule to the Secretary, when available, to disseminate to the Delegates and Officers via email.
- Ensure Treasurer has budget prepared for presentation to Delegates at January meeting.
- Ensure Handbooks are in preparation for distribution in March and submission deadlines are announced.

February

- Prepare agenda for and convene meetings of Executive Board
- Report name of Nominating Committee Chair to Delegates – the Chair is to follow the directions as outlined in the Bylaws.
- Prepare agenda for February Executive Committee meeting and forward to Secretary for distribution.
about two weeks in advance of meeting date.
- Preside over February Executive Committee Meeting.
- Ensure final preparations for Handbook printing and distribution.
- Ensure audit report is ready for presentation at February Executive Committee meeting..

March:

- Prepare agenda for and convene meetings of Executive Board
- Prepare agenda for March Executive Committee meeting and forward to Secretary for distribution about two weeks in advance of meeting date.
- Preside over March Executive Committee meeting.
- Conduct Executive Board Meetings
- Ensure Handbooks are ready to distribute to the Delegates at the March meeting.
- Attend Team Captains' Meeting
- Work with Vice President and Team Chair to resolve any difficulties they may have.
- Attend Ice Breaker Tournament..

April

- Prepare agenda for and convene meetings of Executive Board

May

- Attend final Team matches and present Team awards
- Prepare agenda for and convene meetings of Executive Board

June

- Attend Cup event.
- Prepare agenda for and convene meetings of Executive Board

July

- Attend Cup event.
- Prepare agenda for and convene meetings of Executive Board

August

- Prepare agenda for and convene meetings of Executive Board
- Attend Cup event.
- Attend Two-Lady Cup
- Ensure Nominating Chair is prepared to send list of nominees to Secretary. Remind Nominating Chair that she will present nominations to Delegates at the September Executive Committee meeting and will be in charge of the election.

September

- Begin final preparation for President's Cup to be held in October. This will include list of invitees, invitations, favors (order in advance), luncheon, golf preparations, tipping of cart boys, prizes, etc.
- Attend Two-Lady Ryder Cup Tournament.
- Prepare agenda for September Executive Committee meeting and forward to Secretary for distribution about two weeks in advance of meeting date.
- Remind Secretary to send out list of nominated officers in a timely manner.
- Preside over September Executive Committee meeting.
- Prepare agenda for and convene meetings of Executive Board

October

- Prepare agenda for and convene meetings of Executive Board
- Conduct President's Cup..
- Finalize President's Cup Report for presentation at November Annual meeting.