

ARFAX Roles and Responsibilities

Secretary

Overall Responsibilities

- The ARFAX Executive Board is comprised of the Officers – as an Officer, the Secretary is a member of the Executive Board
- Attend all Executive Board meetings and Executive Committee meetings
- Take and disseminate minutes of Executive Board, Executive Committee and Annual Membership Meetings
- Send Sponsor solicitation letters and invoices
- Manage communications with Executive Committee
- Submit required information to the Handbook Chair
- Maintain current copies of Bylaws, Standing Rules, and Job Responsibilities.

Month-by-Month Activities

November

- Attend November Executive Committee Meeting and Annual Meeting, taking notes, to prepare minutes. Provide place cards and name tags for all in person meeting participants. Attend Executive Board meetings
- Attend Executive Board meetings
- Inform Vice President if new/replacement sponsor(s) is needed.
- Prepare forms and send via email for Delegates/Alternates to prepare for next season.
 - 1) Distribute Delegate/Alternate Delegate Request Form with a due date of mid-December
 - 2) Distribute Invoices for club dues with payment due date of mid to late January
- Send November Executive Committee agenda, draft March minutes and any other relevant documents to Committee members two weeks in advance of meeting date.
- Provide Executive Board and Committee Chairs the draft minutes, with action items, prior to the January Executive Committee meeting for approval

December

- Attend Executive Board meetings
- Finalize lists for Delegates & Alternates and obtain all Chair names and contact information from the President.

- Prepare electronic grids of this information and forward to all Delegates/Alternates/Officers and Chairs for review and corrections.
- Send via email the Delegate and Alternate Responsibilities document to all new delegates and alternates in the coming season.
- Send January Executive Committee agenda, draft November minutes and any other relevant documents to Executive Committee members two weeks prior to the meeting.
- Send invoices to all Cup sponsors.
- Track Sponsor payments and bring checks to Treasurer at the January/February Executive Committee meetings.
- Prepare name tags for new Officers, Delegates/Alternates and Chairs.
- Provide existing Executive Board Roles and Responsibilities documents for review at Executive Board meeting.

January

- Attend January Executive Committee Meeting and Executive Board Meeting(s), taking notes, to prepare minutes. Provide place cards and name tags for all in-person meeting participants.
- Attend Executive Board meetings
- Send January Executive Committee agenda, draft November minutes and any other relevant documents to Committee members two weeks in advance of meeting date.
- Distribute new season's Delegate, Alternate, Officer and Chair rosters to Executive Committee.
- Provide new club course information (slope/rating) to Handbook and Website Chairs.
- Inform Cup and Prize, Handbook, and Website Chairs of sponsors and Cup dates.
- Contact unpaid sponsors for payment.
- Send the Tournament Schedule, when received from the Vice President, to Delegates and Officers via email to post at their club or forward to members.
- Provide the Executive Board and Committee Chairs draft minutes, with action items, within two weeks of the next Executive Committee meeting for approval.
- Provide information to the Handbook Chair and Website Chair for the following Handbook pages (in order as they appear in the book): Cup Tournament Sponsors, Executive Board, Delegates, Alternates, Standing Committee Chairs, Special Tournament Chairs, Meetings Schedule, Head Professionals of Member Clubs, Changes in Club's Slopes/Ratings, Rules..

February

- Attend February Executive Committee Meeting, taking notes, to prepare minutes. Provide place cards and name tags for all in person meeting participants.
- Attend Executive Board meetings
- Send February Executive Committee agenda, draft January minutes and any other relevant documents to Committee members two weeks in advance of meeting date.
- Send email notification to member Sponsors of their Cup date and location (commercial sponsors will receive notification in March along with copy of new Handbook) when Cup Tournaments dates and locations are finalized.
- Confirm sponsor and Cup dates with Cup and Prize Chair.
- If necessary, send updated Sponsor listing information to Handbook and Website chairs.
- Provide the Executive Board and Committee Chairs draft minutes, with action items, within two weeks of the next Executive Committee meeting for approval.

March

- Attend Executive Board meetings
- Send March Executive Committee agenda, draft February minutes and any other relevant documents to Committee members two weeks in advance of meeting date.
- Attend March Executive Committee Meeting, taking notes, to prepare minutes. Provide place cards and name tags for all in person meeting participants.
- Provide the Executive Board and Committee Chairs draft minutes, with action items, prior to the September Executive Committee meeting for approval.
- Mail new Handbook to commercial sponsors with letter informing them of their Cup tournament date and location.
- Attend Ice Breaker tournament

April-

- Attend Executive Board meetings

May

- Attend Executive Board meetings
- Send invitations to June Sponsors, inviting them to be guests at luncheon and to present sponsored cups to tournament winners

June

- Attend Cup event.
- Attend Executive Board meetings

- Send invitations to August Sponsors, inviting them to be guests at luncheon and to present sponsored cups to tournament winners

July

- Attend Cup event.
- Attend Executive Board meetings
- Send invitations to July Sponsors, inviting them to be guests at luncheon and to present sponsored cups to tournament winners

August

- Attend Executive Board meetings
- Provide all Executive Committee members notification of nominated Officers for next year as provided by the Nominating Committee Chair.
- Attend Cup event.
- Attend Two-Lady Cup.

September

- Attend September Executive Committee Meeting, taking notes, to prepare minutes. Provide place cards and name tags for all in person meeting participants.
- Attend Executive Board meetings
- Send September Executive Committee agenda, draft March minutes and any other relevant documents two weeks in advance of meeting date.
- Provide the Executive Board and Committee Chairs draft minutes, with action items, prior to the November Executive Committee meeting for approval.
- Attend Two-Lady Ryder Cup Tournament.

October

- Attend Executive Board meetings
- Contact all current year Cup sponsors to inquire about continuing; keep Exec. Board aware of renewing statuses ---Try to have information by November Annual meeting.
- Prepare invoices for Cup Sponsors; commercial sponsors by snail mail letter with return envelope, member sponsors by email with address where payment is to be sent.
- Meet with incoming officers to ensure smooth transition if a transition year. Provide "Responsibilities" document.
- Send November Annual Membership meeting agenda, draft September minutes and any other relevant documents two weeks in advance of November annual Meeting date

- Attend President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.