ARFAX Roles and Responsibilities
Website Chair

Overall Responsibilities

- The ARFAX Executive Committee is comprised of the Officers, Delegates and Alternates, and Standing Committee Chairs – as a Standing Committee Chair, the Website Chair is a member of the Executive Committee
- Attend all Executive Committee meetings
- Serve as the Webmaster for the ARFAX website
- Manage the ARFAX website (arfaxgolf.org)
    - Keep updated with latest information
        - Team and tournament schedules
        - Bylaws and handbook information
        - Officers, delegates/alternates, committee chairs
        - Results of team and tournament play
        - Photos
    - Ensure linkage between ARFAX website and Golf Genius
    - Make recommendations to Executive Board and Executive Committee on major changes
- Manage ARFAX's Golf Genius account
    - Manage master roster and update with new members and information
    - Monitor policy changes and implement in system settings, as needed
    - Set up teams and tournaments in Golf Genius, unless done by Team Chair or Cup and Prize Chair
        - Work with tournament POCs, Team chair, and pro shops
        - Monitor tournament registrations
        - Work with Treasurer on added-fee tournaments
        - Monitor scoring
        - Post scores
        - Conduct post analysis
- Provide training, as needed, on both ARFAX website and Golf Genius
- Maintain and update webmaster Standard Operating Procedures
- Help ARFAX members with website and Golf Genius issues, as needed

Month -By-Month Activities

November

- Attend November ARFAX Executive Committee and Annual meeting

- Update website with latest ARFAX Executive Board
    - Get Executive Board photo for website

December

- Plan any major changes needed to website or Golf Genius
- Provide end-of-year report on arfaxgolf.org website and Golf Genius
- Work with Membership Chair, Team Chair and Secretary to get updated membership, team schedule, and updated Delegates/Alternates list, as soon as available

January

- Post team and tournament schedules, updating, as necessary
- Set up team play and Cup tournaments in Golf Genius, unless done by Team Chair and Cup and Prize Chair
- Set up Special Tournaments in Golf Genius
- Work closely with Team chair, Cup and Prize Chair and tournament POCs
- Attend January Executive Committee meeting

February

- Update master roster in Golf Genius
- Attend February Executive Committee meeting

March

- Attend March Executive Committee Meeting
- Obtain electronic copy of Handbook from the Handbook Chair for posting information on the website
- Update website with updated Handbook info

April

- Update Golf Genius as new members join
- Monitor Golf Genius for tournament play
    - Update Golf Genius portal with tournament info as known
    - Allow pro access as appropriate
    - Post scores following tournament
- Post tournament and team results on ARFAX website
- Maintain up-to-date and accurate ARFAX website

September

- Attend September Executive Committee Meeting

October

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