

DWLGA Executive Board, Chairs and Coordinator Role Descriptions

All Board Positions are for 1 year, with the option to serve a maximum 2 years for the same position.

Executive Board:

PRESIDENT: The President shall be available to fulfill the needs of the organization. Leads the communication of all events, schedules, and special issues. Strong skills needed in writing, organization, and leadership. Corresponds effectively and promptly so as to prevent delays and conflict. Prepares the agenda for board meetings, and calls for special meetings of the organization. The President may appoint committees as required. The President assists the Tournament Chair and Coordinators to secure dates for Championships and Member events. Acts as an intermediary between Dunes West Management if special concerns arise. Safeguards the Constitution and By-Laws, understanding their legacy and historical significance.

VICE PRESIDENT: Shall assist the President and she will assume the duties of the President during her absence. Organization skills and flexibility are required for this position. Coordinates special projects and events if needed. Responsible for the Member Business meetings, arranging the dinner, updating the name tags, reserving the meeting space, and finalizing the menu with the Kitchen Manager. Annually updates the New Member Brochure and Application if needed. The full extent of the Vice President responsibilities should be determined at the first board meeting for the new term.

TREASURER: The Treasurer will have custody of all funds of the organization and must have strong organizational skills to maintain all financial aspects of the LGA. This position requires strong bookkeeping and accounting skills. The Treasurer shall oversee collection of yearly dues and payments for all events, including member business meetings, and tournaments. She will request a proposed tournament budget worksheet from the Tournament Chairperson at the beginning of the year, and will prepare a proposed Budget that will be submitted to the membership for approval at the first general meeting. She shall disburse funds and review and approve tournament event reports. She will continually monitor and forecast account activity, ensuring that the funds collected for the year are largely used during the year, and that there is sufficient cash to cover what has been budgeted. The Treasurer will prepare updated budgets as necessary, and submit those to the membership. She will notify the Welcoming Committee Chairperson after receiving new member applications and dues. The Treasurer will give the Treasurer's report at the general meetings.

Designated authorities for signing checks are the Treasurer and the President.

SECRETARY: The Secretary's primary responsibility is sending email correspondence to the members, and the recording and posting of minutes for DWLGA Board Meetings and the Member Business Meetings. She has custody of the Constitution and By-Laws and makes amendments to those documents if approved by the general membership. The Secretary must have good writing and organizational abilities, computer skills and a willingness to accept challenges. Assists the Tech Lead in managing the email platform and social media sites such as Facebook. The Secretary will maintain the DWLGA roster, the DWLGA Website, and help in the production of the event posters and flyers if necessary. The full extent of her responsibilities should be determined at the first board meeting for the new term.

TECHNOLOGY LEAD: Shall work closely with the President, the Secretary, and the Coordinators to maintain the security and integrity of the DWLGA website, the email platform, the roster, as well as future apps needed for tee time scheduling as they arise. The Tech Lead assists the Secretary in email notifications and surveys, event posters and flyers. The Tech Lead requires strong Information technology skills, a knack for problem solving, with strong software and hardware experience. She is responsible for the overall security of membership information. The full extent of her responsibilities should be determined at the first board meeting for the new term.

Chairpersons:

Tournament Committee Chairperson: Shall recruit volunteers to serve on the tournament committee. She will support and oversee the development of tournaments, assisting committee members as needed. She shall serve as a resource or execute the tournament if necessary. Shall guide the tournament committee's expenditures based upon the budget provided by the Executive Board. The Tournament Chair reviews all event reports and expenditures throughout the year, and may reallocate resources for the benefit of the membership as deemed necessary. She submits final expense reports from each tournament promptly to the Treasurer. The Tournament Chairperson works with the DWLGA President, and the Head Golf Professional, to secure dates and tee times for Championships and member events prior to the beginning of each new year.

Member Member Tournament Chair: Runs the Member Member Tournament. Solicits members to form the committee. Requests assistance and advice from the Tournament Chairperson as needed. Responsibilities include, but are not limited to selecting the event theme and format, meeting with the Dunes West Kitchen Manager to select the menu, determining pricing, obtaining gifts and prizes, and working with the Head Golf Professional to facilitate the set up and tee times for the event. She will provide necessary information to the Secretary for any flyers or announcements as needed to encourage members' participation. She will endeavor to provide a list of possible candidates if a member is interested but does not have a partner.

Member/Guest Tournament Chair: Runs the Member Guest Tournament. Solicits members to form the committee. Requests assistance and advice from the Tournament Chairperson as needed. Responsibilities include, but are not limited to selecting the event theme and format, meets with the Dunes West Kitchen Manager to select the menu, determine pricing, obtaining gifts and prizes, and works with the Head Golf Professional to facilitate the set up and tee times for the event. She will provide necessary information to the Secretary for any flyers or announcements as needed to encourage members' participation. She will endeavor to provide a list of possible candidates from local LGAs, if a member is interested but does not have a guest.

Welcoming Committee Chairperson: Solicits members to form the committee. Contacts newly registered LGA members after being notified by the Treasurer. Provides the new member with the New Member Brochure and meets with them along with other committee members, to provide answers to any questions they may have to ensure a smooth entry into the organization. Introduces the new member to the general membership at the next Member Business Meeting.

Handicap Committee Chairperson: Solicits members to form the committee. Is responsible for the Rules of Handicapping for the local golf club, according to the USGA handicap system. Ensures that each player's Handicap Index reflects the golfer's demonstrated ability. Along with her committee, the Handicap Committee Chairperson reviews player's score entries, making sure the player is posting their scores in a timely manner. The Handicap Committee looks for differences in players' recreational and competitive rounds, assesses a player's scoring record, taking into account illnesses, or injuries that would account for absences and lack of entries. The Committee notifies players if there are scores not entered after daily play, or if there is a drastic change in posted scores, and will give all players an opportunity to respond. Along with their Head Golf Course Professional, the Handicap Committee Chairperson has the authority to post a penalty score if a player fails to submit an acceptable score in a timely manner.

CALGA: The CALGA representative acts as a liaison between the Charleston Area Ladies Golf Association and the DWLGA. She encourages participation in CALGA tournaments, sends event information to the Sign Up Coordinator and the Secretary regarding sign-up information, entry fees and locations. Updates the Secretary and Tech Lead with subsequent tournament photos and results so that they are posted in a prompt manner.

WSCGA: The WSCGA representative acts as a liaison between the Women's South Carolina Golf Association, and the DWLGA. She encourages participation in WSCGA tournaments, sends information to the Secretary regarding sign-up information, entry fees and locations. Updates the Secretary and Tech Lead with subsequent tournament photos and results so the general membership can be aware of the results.

Tee Time Coordinators: Tee Time Coordinators are responsible for ensuring that all LGA tee times are scheduled for the designated days, and for notifying players of their assigned tee times. Tee Time Coordinators must be good communicators, have excellent email skills, patience and the ability to deal with members who have last minute delays or cancellations. To encourage camaraderie and sportsmanship the Coordinator will make their best effort to rotate players evenly as possible. Working with the Head Golf Professional, the coordinator will communicate any changes in the regular tee time schedules due to holiday play, course maintenance, or outside tournament events.