

LADY PUTTERS (LP) CO-DIRECTORS JOB DESCRIPTION

(For detailed tasks, see the Daily Director Checklist)

- Send email blasts each week to members of your session and copy the president
- Communicate weekly announcements that you received from the president, at your session
- Introduce new members
- Recruit chairs and volunteers for your session
- Print out files received weekly from the Membership chair, bring to your putting session
- Drop off the check-in sheets to the Cimarron Pro Shop after play is concluded
- After putting is concluded drop off the blue bank bag with the Check-in Tally Sheet, any merchandise requests or member applications to the Treasurer house. Place in the vacation mailbox. Treasurers' address is on the blue bank bag.
- You will receive an email from the treasurer if there are any members that did not have enough money on their credit book to play that week
- Contact those putters, via email, to advise them that they did not have enough funds to putt. Inform them that they need to go to the Pro Shop and place money on their credit book before their next putting session and bring that receipt with them to their next putting session. CC treasurer on any emails.
- If an accident occurs where medical assistance is needed, call 911. The address is 17100 W. Clearview Blvd, putting green, south of the building. Then call the association patrol 623-764-0809. Send someone out to the street/parking lot to flag down the emergency vehicles. **There is a sign on the inside of the storage room door with these instructions.**
- Complete the accident form located in the black file cabinet. Copies go to the SCG Activities Office and president when necessary.
- Communicate frost delays and weather cancellations for your session by email to your members, copy the executive board members, money awards chair, and handicap chair. Call the Pro Shop at 623-975-5655 and advise them that no check-in sheets will be brought to the Pro Shop that day.
 - **Janet Stephens - enzoponzi@hotmail.com**
 - **Judy Pratt - judypratt1@cox.net**
 - **Deborah Campbell - deborah19842@gmail.com**
 - **Sandy Gialinas - miltandsandy@gmail.com**
 - **Maryanne Billeri - mbilleri@cox.net**
 - **Susan Jones - susieron08@gmail.com**

LADY PUTTERS (LP) CO-DIRECTORS JOB DESCRIPTION

(For detailed tasks, see the Daily Director Checklist)

- Attend Club meetings as required and vote on motions as a representative for your session. Daily co-directors have only one (1) vote. Abstain from voting if they do not agree.
- The term will be limited to serving two (2) consecutive putting seasons. Terms will overlap to provide one experienced co-director and one new co-director each putting season. Daily co-directors may serve for more than two (2) consecutive years and succeed themselves.