

LADY PUTTERS (LP) EXECUTIVE BOARD JOB DESCRIPTIONS

EXECUTIVE BOARD

President

Vice President

Secretary

Treasurer

The Executive Board shall have overall governing authority over the club consistent with the provisions of the Chartered Clubs Policies and Procedures and the club's Chapters 12 and 13. The Executive Board shall establish all committees necessary to carry out the purposes and objectives of the club. Terms for the executive board will have staggered terms with a two-year term limit, President/Treasurer (elected in even years) and Vice President/Secretary (elected in odd years).

PRESIDENT

- Preside over all LP Club meetings
- Reserve rooms for club meetings and events (e.g., annual general membership meeting, events, room for tournament with Festival when SCG is hosting, etc.). This will be done in May for the upcoming year.
- Verify with hearing impaired members that they will be attending meetings or events so that the club can request interpreters
- Attend all club meetings
- Be accountable for all Club business, direction and policies
- Mediate over any compliance issues
- Act as a liaison between the club and the Association
- Recruit committee chairs
- Appoint interim board members if a vacancy occurs
- Attend all appropriate Association meetings
- E-mail weekly announcements on Fridays to executive board member and daily co-directors
- Stagger term with a two-year term limit, President (elected in even years)
- Represent and recruit volunteers to participate at the SCG Activities annual open house
- Approve and sign year-end financial reports
- Submit Chartered Club Form-5 when executive board members change
- Request rooms for ad-hoc meetings (e.g., event planning meetings, LP open houses, etc.)
- Coordinate the annual general membership meeting
- Coordinate the monthly board meetings
- Review and approve appropriate expense reports

VICE PRESIDENT

- Perform presidential responsibilities if an absence or a vacancy occurs
- Attend all club meetings
- Stagger term with a two-year term limit, Vice President (elected in odd years)
- Uniform procedures performed by the vice president:
 - Maintain an inventory of shirts, aprons, blue ribbons, and large gold safety pins
 - Shirts are ordered via email to Desert Sun Embroidery, LLC, 12805 W. Beardsley Rd., Ste. 108, Sun City West, AZ 85375 – (623) 236-8307. Point of contact is Susan Bias at Susan@desertsunembroidery.com
- Send an email to Susan stating the following information:
 - LK110 Port Authority Ladies Dry Zone UV Micromesh Polo Carolina, i.e., Medium (2)
 - Susan will send you an email back with an estimate of the total cost, if approved reply “approved” to her email and state the 50% deposit can be charged to the Lady Putters credit card on file
 - Once you receive the invoice documenting the 50% deposit plus a copy of the receipt, complete an expense report, scan, and email the expense report and supporting documentation to the treasurer
 - You will receive a phone call from Desert Sun Embroidery when the order is ready
 - Pick up the order, pay the remaining balance and complete an expense report form as described above
- Name tags are ordered via email from:
 - Eagle Laser Engraving Services, 16025 W. Kino Dr., Surprise, AZ 85374
Mikey Hodgden, mikeyshop@live.com, (623)975-2929 (H), (623)628-3624 (M)
 - Send an email to Mikey documenting the names on the name tag (i.e., Janet Stephens President or Erin Adams Past Co-Director), also state if the backing is magnetic or a pin
 - Mikey will contact you when the name tags are ready; pick up the name tags at his house, the name tags will be sitting on a table to the right of the front door
 - Complete an expense report, scan, and email the expense report, and supporting documentation to the treasurer
- LP members make aprons when necessary. When the quantity of aprons falls below 20, let the president know and a process for replenishing the aprons will be discussed at the next board meeting or via email with the board
 - Ribbons and large gold safety pins can be purchased at any fabric store
 - Complete an expense report, scan, and email the expense report and supporting documentation to the treasurer
- Place the Welcome Packet (new member packets) that also contains a shirt, apron, name tag, blue ribbon, and safety pin in the daily blue plastic tubs located on the third shelf in the storage room. Packets should be placed in a zip lock plastic bag. **Maintain accurate written records of distribution of items on the Merchandise Spreadsheet.**

- Receive a request from the current president to order name tags for the incoming/outgoing board members or daily co-directors. Place the name tags in a zip lock plastic bag and place them in the daily blue plastic tubs located on the third shelf in the storage room.

SECRETARY

- Maintain previous years' club records for three (3 years) either electronic or paper
- Attend, record, and keep minutes of all board and annual general membership meetings
- Prepare club correspondence as requested by the president
- Stagger term with a two-year term limit, Secretary elected in odd years
- Responsible to update and gain approval, from the executive board, for the season's advertising schedule
- Submit the monthly advertisement for the Club E-Blasts to the SCG Activities Office
- Submit the advertisements, for the Lifestyle Magazine to the SCG Activities Office

TREASURER:

- Receive and deposit all club checks
- Pay all club debts
- Keep an up-to-date ledger of all financial transactions
- Provide monthly financial reports to the executive board and to members
- Prepare and submit year-end financial reports to the SCG Activities Office by the last Friday in January
- Maintain previous years' financial records (7 years)
- Prepare the yearly club budget for review and approval by the executive board
- Prepare and submit to SCG Activities Office the participation reports, Jan-June, due by July 15th and July-Dec, due by Jan 15th.
- Attend all club meetings
- During the putting season receive daily check-in sheets, daily check-in tally sheets, putter receipts, LP credit book receipts, checks, etc. located in the blue bank bags that are delivered by daily co-directors each day.
- Confirm the information received from the co-directors and the Cimarron Pro Shop are correct
- Maintain a balance in the LP Club Credit Book for monthly awards payouts
- Stagger term with a two-year term limit, Treasurer (elected in even years)
- Submit monthly bank statements to the SCG Activities office via email
- Coordinate and plan the Swing into Spring week for the club
- Swing into Spring Event Procedures:
 - Swing into Spring check-in will be as normal, except **NO** \$4.00 fee will be charged against member credit books
 - Greens set-up volunteers are the only daily volunteers needed to participate each day
 - There will be holes designated for special prizes. Tags on these holes will show the prizes for a hole-in-one (HIO)
 - Players will receive \$2 for all HIO's, paid through the normal monthly payout process
 - Distribution of prizes will be managed by the club treasurer at each daily session the following two (2) weeks after the event
 - Gift cards will be mailed to players by the treasurer after the two-week period is concluded