

## LP MEMBERSHIP CHAIRPERSON PROCEDURES

- Maintain the master membership roster and update weekly or as needed
- Email the daily session membership rosters to the daily co-directors weekly
- Receive new and renewal membership applications from the Treasurer
- Update the master membership roster and email it to:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Handicap Chair
  - Money Awards Chair
- When play has ended for the season on May 31<sup>st</sup>, purge all members who have not renewed
- Email the master membership roster with CAM #'s for verification to the SCG Activities office. This will be submitted to CAM February 1<sup>st</sup> and September 1<sup>st</sup>
- Attend LP Board meetings and when appropriate give an oral report and a written report for the Secretary and a written report for the Committee notebook