

DAILY CO-DIRECTORS PROCEDURE

(For detailed tasks, see the Daily Co-Director Checklist)

- Print out files received weekly from the Membership chair, bring to your putting session.
- Send email blasts each week to members of your session and copy the president.
- During announcements share information from the weekly email, introduce new members and guests.
- Recruit chairs and volunteers for your session.
- Drop off the check-in sheets to the Cimarron Pro Shop after play is concluded.
- After putting is concluded drop off the blue bag with the Check-in Tally Sheet, any merchandise forms or member applications to the Treasurer's house. Place in the vacation mailbox. The Treasurers' address is on the blue bag.
 - If the only item to drop off to the Treasurer is the Check-In Tally Sheet, take a picture of the sheet and text the picture to the Treasurer at 425-46-4038.
- 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 file cabinet. Copies go to the Activities Office and president.
- 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**
 - **Kathy Kearney – kkearneywsu@gmail.com**
 - **Maryanne Billeri – mbilleri@cox.net**
 - **Susan Jones – susieron08@gmail.com**
 - **Anita Pfiefer – ampfiefer@yahoo.com**

- 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 daily co-director and one new daily co-director each putting season. Daily co-directors may serve for more than two (2) consecutive years and succeed themselves.