# ARFAX Roles and Responsibilities
# Website Chair

# Overall Responsibilities

- The ARFAX Executive Committee is composed of the Officers, Delegates and Alternates, and Standing Committee Chairs – as a Standing Committee Chair, the Website Chair is a member of the Executive Committee.
- Attend all Executive Committee meetings.
- Serve as the Webmaster for the ARFAX website.
- Manage the ARFAX website via Go Daddy.com (arfaxgolf.org).
  - Keep updated with latest information:
    - Team and tournament schedules
    - Bylaws and handbook information
    - Officers, delegates/alternates, committee chairs
    - Results of team and tournament play
    - Photos
  - Ensure linkage between ARFAX website and Golf Genius.
  - Make recommendations to the Executive Board and Executive Committee on major changes.
- Manage ARFAX's Golf Genius account.
  - Manage master roster and update with new members and information.
  - Monitor policy changes and implement them in system settings, as needed.
  - Set up teams and tournaments in Golf Genius, unless done by Team Chair or Cup and Prize Chair.
    - Work with tournament POCs, Team chair, and pro shops
    - Monitor tournament registrations
    - Work with Treasurer on added-fee tournaments
    - Monitor scoring
    - Post scores
    - Conduct post analysis
- Provide training, as needed, on both ARFAX website and Golf Genius.
- Maintain and update webmaster Standard Operating Procedures.
- Help ARFAX members with website and Golf Genius issues, as needed.

# Month-By-Month Activities

**November**

- Attend November ARFAX Executive Committee and Annual meeting.
- Update website with latest ARFAX Executive Board.
  - Get an Executive Board photo for the website.
- Provide the end-of-year report on arfaxgolf.org website and Golf Genius.

**December**

- Plan any major changes needed to the website or Golf Genius.
- Work with Membership Chair, Team Chair and Secretary to get updated. membership, team schedule, and updated Delegates/Alternates list, as soon as available.

**January**

- Post team and tournament schedules, updating, as necessary.
- Set up team play and Cup tournaments in Golf Genius, unless done by Team Chair and Cup and Prize Chair.
- Set up Special Tournaments in Golf Genius.
- Work closely with Team Chair, Cup and Prize Chair and tournament POCs.
- Attend January Executive Committee meeting.

**February**

- Update master roster in Golf Genius.
- Attend February Executive Committee meeting.

**March**

- Attend March Executive Committee Meeting.
- Obtain an electronic copy of Handbook from the Handbook Chair for posting information on the website.
- Update website with updated Handbook info.

**April**

- Update Golf Genius as new members join.
- Monitor Golf Genius for tournament play.
  - Update Golf Genius portal with tournament info as known.
  - Allow Pro access as appropriate.
  - Post scores following the tournament.

- Post tournament and team results on ARFAX website.
- Maintain up-to-date and accurate ARFAX website.

**September**

- Attend September Executive Committee Meeting.

**October**

- Attend the President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.