

ARFAX Roles and Responsibilities

Secretary

Overall Responsibilities

- The ARFAX Executive Board is composed of the Officers – as an Officer, the Secretary is a member of the Executive Board.
- Attend all Executive Board meetings and Executive Committee meetings.
- Take and disseminate minutes of Executive Board, Executive Committee and Annual Membership Meetings.
- Send Sponsor solicitation letters and invoices.
- Manage communications with the Executive Committee.
- Submit required information to the Handbook Chair.
- Maintain current copies of Bylaws, Standing Rules, and Job Responsibilities.

Month-by-Month Activities

November

- Send November Executive Committee agenda, draft March minutes and any other relevant documents to Committee members two weeks in advance of the meeting date.
- Attend the November Executive Committee Meeting/Annual Meeting, take notes, to prepare minutes. Provide place cards and name tags for all in person meeting participants.
- Attend Executive Board meetings, taking notes, to prepare minutes.
- Inform the Executive Committee if new/replacement sponsor(s) is needed.
- Prepare forms and send via email for Delegates/Alternates to prepare for next season.
- Distribute Delegate/Alternate Delegate Request Form with a due date of mid- December.
- Distribute Invoices for club dues with payment due date of mid to late January.

December

- Attend Executive Board meetings, take notes, to prepare minutes.
- Finalize lists for Delegates & Alternates and obtain all Chair names and contact information from the President.
- Prepare electronic grids of this information and forward to all Delegates/Alternates/Officers and Chairs for review and corrections.
- Send via email the Delegate and Alternate Responsibilities document to all new delegates and alternates in the coming season.
- Send invoices to all Cup sponsors.

- Track Sponsor payments and bring checks to the Treasurer at the January/February Executive Committee meetings.
- Prepare name tags for new Officers, Delegates/Alternates and Chairs.

January

- Send January Executive Committee agenda, draft November minutes and any other relevant documents to Executive Committee members two weeks prior to the meeting.
- Attend the January Executive Committee Meeting and Executive Board Meeting(s), take notes, to prepare minutes. Provide place cards and name tags for all in-person meeting participants.
- Send January Executive Committee agenda, draft November minutes and any other relevant documents to Committee members two weeks in advance of the meeting date.
- Distribute new season's Delegate, Alternate, Officer and Chair rosters to Executive Committee.
- Provide new club course information (slope/rating) to Handbook and Website Chairs.
- Inform Cup and Prize, Handbook, and Website Chairs of sponsors and Cup dates.
- Contact unpaid sponsors for payment.
- Send the Tournament Schedule, when received from the Vice President to Delegates and Officers via email to post at their club or forward to members.
- Provide information to the Handbook Chair and Website Chair for the following Handbook pages (in order as they appear in the book): Cup Tournament Sponsors, Executive Board, Delegates, Alternates, Standing Committee Chairs, Special Tournament Chairs, Meetings Schedule, Head Professionals of Member Clubs, Changes in Club's Slopes/Ratings, Rules.

February

- Send February Executive Committee agenda, draft January minutes and any other relevant documents to Committee members two weeks in advance of the meeting date.
- Attend the February Executive Committee Meeting and the Executive Board Meeting(s), take notes to prepare minutes. Provide place cards and name tags for all in person meeting participants.
- Send email notification to member Sponsors of their Cup date and location (commercial sponsors will receive notification in March along with a copy of the new Handbook) when Cup Tournaments dates and locations are finalized.
- Confirm sponsor and Cup dates with Cup and Prize Chair.
- If necessary, send updated Sponsor listing information to Handbook and Website chairs.

March

- Send March Executive Committee agenda, draft February minutes and any other relevant documents to Committee members two weeks in advance of the meeting

date.

- Attend the March Executive Committee Meeting and the Executive Board Meeting(s), take notes to prepare minutes. Provide place cards and name tags for all in person meeting participants.
- Mail new Handbook to commercial sponsors with a letter informing them of their Cup tournament date and location.
- If possible, attend the Ice Breaker tournament.

April

- Attend Executive Board meetings, take notes to prepare minutes.

May

- Attend Executive Board meetings, take notes to prepare minutes.
- Send invitations to June Sponsors, inviting them to be guests at luncheon and to present sponsored cups to tournament winners.

June

- Attend Executive Board meetings, take notes to prepare minutes.
- Send invitations to July Sponsors, inviting them to be guests at luncheon and to present sponsored cups to tournament winners.

July

- Attend Executive Board meetings, take notes to prepare minutes.
- Send invitations to August Sponsors, inviting them to be guests at luncheon and to present sponsored cups to tournament winners.

August

- Attend Executive Board meetings, take notes to prepare minutes.
- Provide all Executive Committee members with notification of nominated Officers for next year as provided by the Nominating Committee Chair.

September

- Send September Executive Committee agenda, draft March minutes and any other relevant documents two weeks in advance of meeting date.
- Attend September Executive Committee Meeting and Executive Board Meetings,

taking notes, to prepare minutes. Provide place cards and name tags for all in person meeting participants.

October

- Attend Executive Board meetings, take notes to prepare minutes.
- Contact all Cup sponsors to inquire about continuing; keep Exec. Board aware of renewing statuses ---Try to have information by November Annual meeting.
- Prepare invoices for Cup Sponsors; commercial sponsors by snail mail letter with return envelope, member sponsors by email with address where payment is to be sent.
- Meet with incoming officers to ensure a smooth transition if a transition year. Provide "Responsibilities" document.
- Send November Annual Membership meeting agenda, draft September minutes and any other relevant documents two weeks in advance of November annual Meeting date
- If possible, attend the President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.