

# **ARFAX Roles and Responsibilities**

## **President**

### **Overall Responsibilities**

- The ARFAX Executive Board is composed of the Officers – as an Officer, the President is a member of the Executive Board.
- Preside over all Executive Board and Executive Committee meetings and Annual Meeting.
- Coordinate all committees and officers.
- Chair President's Cup Tournament.
- Send personal notes to members as needed for unusual situations.
- Update and maintain ARFAX Archives unless another officer maintains the archives.

### **Month-By-Month Activities**

#### **November**

- Prepare agenda for November Executive Committee Meeting and Annual Meeting and forward to Secretary for distribution about two weeks in advance of the meeting date.
- Preside over the November Executive Committee Meeting and Annual Meeting.
- Ensure Nominating Chair installs Officers.
- Prepare agenda for and convene meetings of the Executive Board.
- Assign all standing committee chairs and assist them, if necessary.
- Assist Vice President.
- Set schedule for Executive Board and Committee meetings for the coming year.
- Secure date for President's Cup held in October and forward date to the Vice President for the master schedule.

#### **December**

- Conduct Executive Board Meetings.
- Continue with any of November's items that need attention.
- Obtain a list of all returning and new delegates and alternates from the Secretary.
- Provide Chair names and contact information to the Secretary.
- Ensure the Secretary has sponsors lined up.
- Prepare agenda for and convene meetings of the Executive Board.

## **January**

- Prepare agenda for and convene meetings of the Executive Board.
- Prepare an agenda for the January Executive Committee meeting and submit to the Secretary about two weeks in advance of the meeting date.
- Preside over the January Executive Committee meeting.
- Provide the Tournament Schedule to the Secretary, when available, to disseminate to the Delegates and Officers via email.
- Ensure the Treasurer has a budget prepared for presentation to Delegates at the January meeting.
- Ensure Handbooks are in preparation for distribution in March and submission deadlines are announced.

## **February**

- Prepare agenda for and convene meetings of the Executive Board.
- Report name of Nominating Committee Chair to Delegates – the Chair is to follow the directions as outlined in the Bylaws.
- Prepare agenda for February Executive Committee meeting and forward to Secretary for distribution.  
about two weeks in advance of the meeting date.
- Preside over the February Executive Committee Meeting.
- Ensure final preparations for Handbook printing and distribution.
- Ensure the audit report is ready for presentation at February Executive Committee meeting.

## **March**

- Prepare agenda for and convene meetings of the Executive Board.
- Prepare an agenda for the March Executive Committee meeting and forward to the Secretary for distribution about two weeks in advance of meeting date.
- Preside over the March Executive Committee meeting.
- Conduct Executive Board Meetings.
- Ensure Handbooks are ready to distribute to the Delegates at the March meeting.
- Attend Team Captains' Meeting
- Work with the Vice President and Team Chair to resolve any difficulties they may have.
- Attend the Ice Breaker Tournament.

## **April**

- Prepare agenda for and convene meetings of the Executive Board.

## **May**

- Attend final Team matches and present Team awards.
- Prepare agenda for and convene meetings of the Executive Board.

## **June**

- Attend the June Cup event.
- Prepare agenda for and convene meetings of the Executive Board.

## **July**

- Attend the July Cup event.
- Prepare agenda for and convene meetings of the Executive Board.

## **August**

- Prepare agenda for and convene meetings of the Executive Board.
- Attend the August Cup event.
- Attend the Two-Lady Cup event.
- Ensure the Nominating Chair is prepared to send a list of nominees to the Secretary. Remind Nominating Chair that she will present nominations to Delegates at the September Executive Committee meeting and will be in charge of the election.

## **September**

- Begin final preparation for the President's Cup to be held in October. This will include a list of invitees, invitations, favors (order in advance), luncheon, golf preparations, tipping of cart boys, prizes, etc.
- Attend Two-Lady Solheim Cup Tournament.
- Prepare agenda for September Executive Committee meeting and forward to Secretary for distribution about two weeks in advance of the meeting date.
- Remind the Secretary to send out a list of nominated officers in a timely manner.
- Preside over the September Executive Committee meeting.
- Prepare agenda for and convene meetings of the Executive Board.

## **October**

- Prepare agenda for and convene meetings of the Executive Board.
- Conduct the President's Cup.
- Finalize President's Cup Report for presentation at November Annual meeting.