

MONDAY LADIES GOLF LEAGUE (MLGA)

OFFICER JOB DESCRIPTION SYNOPSIS

President

- Will schedule & call board meetings
- Will represent the league with the Ballwin Golf Course
- Will make agenda for all board meetings
- Will preside over board meetings
- Will direct any and all activities during the league year
- Will assist with other functions, as requested

Vice President

- Vice President will work with the President in the following capacity
 - Schedule & call board meetings
 - Help make agenda for all board meetings
 - Will help and direct any and all activities during the league year
 - Will assist with other functions, as requested

Secretary

- Will take minutes of all board meetings, opening and closing meetings
- Will maintain all master records for the league
 - Membership, Correspondence, Budgets, Rules, Directories, etc
- Will maintain the league website
- Help with the creation of the budgets (overall and events) alongside the Treasurer
- Will handle all tournaments
 - With Handicaps Chair, will create teams, scorecards etc.
 - Secure necessary assistance to facilitate all tournaments
- Will help with special event (games) days
 - Provide all rules for such games
- Will handle communications with members, including weekly updates from the league
- Will assist with other functions, as requested

Treasurer

- Will create the budget (both overall and events), with assistance of Secretary, for approval by board
- Will monitor all Income and Expenses
 - Will take all membership payments and deposit
 - Will deposit all excess money collected from special event lunches
 - Will pay all expenses incurred by the league
 - Will provide End of Season Award Payout envelopes w/appropriate \$\$ winnings
- Will maintain “Birdie” and “Chip-In” Pools
 - Will keep a record of all members participating
 - Will equally disseminate the winning \$\$ at EOY
- Will report on the budget at every board meeting
- Will assist with other functions, as requested

Tee Time Administrator

- SignUpGenius responsibility
 - Set up user names; create dates and tee times; “release” signup to membership at established times throughout the season

- Assist membership with questions/problems using the system
- Will assist with other functions, as requested

Social Co-chairs

- Create a list of special game days for the season for approval by board
- Tournaments
 - Will purchase beverages and snacks for tournaments (staying within established budget) and have available on tournament day
 - Will distribute beverages and snacks on tournament day (place in carts)
- Will research and make recommendations to the board for food vendors and menu options for all luncheons (staying within agreed upon budget)
- Will order and coordinate with food vendor, purchase all other necessary supplies for luncheons and set up for these events
- Will assist with other functions, as requested

Handicaps/Stats

- Will collect weekly scorecards
- Will maintain “League Manager”, handicaps program used by the league
 - Enter names, playdates, etc.
 - Enter weekly player scores
- Will post “handicaps” updates periodically during the season
- Will post “Birdies” and “Chip-ins” recorded each week
- Will provide handicap numbers to Secretary for Tournaments and help with the creation of teams, etc.
- Will run programs in League Manager to calculate End of Season winners in approved categories and provide to Treasurer before End of Season Luncheon
- Will assist with other functions, as requested