

# LWGA Job Descriptions

## LWGA Position

### President

Technology Requirements:

Email, Word, Excel, File Mgmt

### Job Responsibilities:

- Attend Executive Committee and board meetings as a voting member.
- Responsible for the activities of the Landings Women's Golf Association
- Preside at all meetings of the LWGA.
- Appoint the chair of each committee and each unelected board position
- Appoint special tournament chairs
- Appoint two members to serve on the Nominating Committee. In the absence of an immediate past president, she will appoint the Nominating Committee chair
- Per Article VII, Section 3 of the By-Laws, the LWGA President may designate additional committee chairs that may have voting privileges on the Board of Directors. She may also consolidate or eliminate committees, as she deems necessary

### Procedures and Methods used to Accomplish Job Responsibilities:

- Provide leadership to the Board of Directors who set policy
- Guide and mediate board actions regarding organizational priorities and governance concerns
- Propose policies and best practices for financial planning and financial reports
- Develop agendas for board and Executive Committee meetings
- Submit various reports to the LWGA board and The Landings Club
- Propose the creation of committees when necessary
- Develop agenda and conduct all LWGA member meetings
- Review all minutes and publicity communications prior to their publication
- Uses the timeline below as a guide

### LWGA President Activity Timeline:

FALL (prior to becoming President)

- Have all board and tournament chair appointments completed
- Attend calendar meeting with outgoing president
- Create organizational chart
- Meet with upcoming vice president to review job descriptions for the board
- Set up following year schedule for board meetings and Executive Committee meetings
- Schedule conference rooms for board and Executive Committee meetings
- Develop following year tournament weekly schedule with tournament chair
- Buy gift for outgoing LWGA President

- Send out schedule of meetings and tournaments to incoming Board of Directors and tournament chairs
- Meet with Special Events Chair and committee to discuss activities for the upcoming year
- Work with current president and treasurer to prepare budget for your year

December member meeting (prior to becoming President):

- Accept gavel for the following year
- Present former president with gift from LWGA
- Introduce the incoming board members
- Make sure LWGA website/TWATL info is updated with new contacts
- Post organizational chart on the website LWGA.net
- Coordinate orientation for new board members and assistant chairs, including transition meetings with outgoing chairs

January (Your Year)

- Create schedule for board meetings in alternating months and schedule Executive Committee Meetings as necessary
- Present budget at first board meeting

March

- Kick off the Member/Member Tournament
- Send out invitations for past presidents' luncheon about 6 weeks in advance if being held in May

April

- Kick off the Together For A Cure Tournament

May

- Oversee luncheon honoring Past Presidents

June

- Send out notification to membership seeking applications for nominating committee volunteers

July

- Appoint two board members to Nominating Committee
- In conjunction with the full board select four at-large Nominating Committee members from applications

September

- Schedule Solheim Cup date and organize reception

October

- Send notification to membership seeking members who wish to volunteer for Nominating Committee
- In conjunction with the Board, select four at-large Members from those applications.
- Oversee the electronic balloting for the election of officers
- Send out invitations to board members and tournament chairs for Solheim Cup

#### November.

- Kick off Bouchillon luncheon
- Host Solheim Cup tournament and reception
- Determine entertainment and member gifts for December luncheon
- Work with outgoing chairs to conduct transition meetings with incoming chairs.
- Assist Golf Genius chair in organizing pairings and scoring volunteers for 1Q if help is needed

#### December

- Write new president message for January TWATL
- Announce Most Improved Golfer at member luncheon
- Introduce Next Year's president and TURN over the gavel

## **LWGA Position**

### **Vice President**

Technology Requirements:

Email, Word, Excel, File Mgmt

### **Job Responsibilities:**

- Attend Executive Committee and board meetings as a voting member
- Serve as assistant to the president, assuming her responsibilities in the event of her absence or incapacity
- Serve as a liaison between special tournament chairs and the Board of Directors, monitoring the planning and execution of special tournaments
- Perform other duties as assigned by the LWGA President

### **Procedures and Methods used to Accomplish Job Responsibilities**

- Review job descriptions and, with the president, approve any changes as submitted by current board members
- Communicate with special tournament chairs (Member/Member, TFAC, Red, White & Blue and Bouchillon) and develop a good working relationship as their liaison to the Board of Directors. Ask to be invited to their initial planning meeting and to be kept informed
- Provide tournament updates to the Executive Committee and board meetings.
- Work with the treasurer to train all special tournament chairs concerning their budgets and submission of receipts and financial records
- Prior to the last Executive Committee meeting, update the membership book document with policy changes and submit to exec for approval

### **In Preparation for Becoming President:**

- Review job descriptions in the fall before setting up the next year's board.
- Meet with the tournament chair for next year to put together the schedule of events for Tuesday play days
- Obtain a gift for the outgoing president to be given at the December luncheon. Check with the LWGA treasurer concerning funds for this gift
- Meet with the current and new treasurer, outgoing president, and new vice president to begin preparation for next year's budget
- Schedule dates for next year's board meetings and Executive Committee meetings. Call the Club office to reserve rooms for the meetings. Send out the schedule to the new Board
- Collect special tournament notebooks and reports from this year's tournament chairs and pass them on to next year's vice president

## **LWGA Position**

### **Treasurer**

Technology Requirements:

Email, Quicken, Spreadsheets

### **Job Responsibilities:**

- Attend Executive Committee and board meetings as a voting member
- At the beginning of each year, provide the slate of LWGA officers as per the minutes of the first board meeting to the bank
- Attend Executive Committee meetings and Board of Director meetings as a voting member
- Receive and disburse all funds of the Landings Women's Golf Association.
- Deposit all money in a bank and maintain an accurate record of all such funds received and disbursed by her during her tenure
- Provide access for the president and assistant treasurer to view the full disclosure of all transactions within the LWGA bank account
- In consultation with the president and appropriate board members, prepare the budget for presentation to the board
- Keep the assistant treasurer informed of all financial transactions and communicate with her on a monthly basis to reconcile bills
- Submit financial reports at board meetings and member meetings.
- Maintain a minimum cash balance as established by the board
- Present an annual financial report at the first member meeting following year-end
- Arrange for a CPA to perform a review
- Save financial documentation in a permanent form for at least seven years.
- File an IRS tax return annually with a copy to Georgia State
- Perform other duties as assigned by the LWGA President

### **Procedures and Methods used to Accomplish Job Responsibilities**

- The slate of officers needs to be announced at the first board meeting of the new year and recorded in the minutes
- Go with the secretary to the bank to update the signatures on the bank account – 2 signatures: treasurer & assistant treasurer
- Receive and disburse all funds of the Landings Women's Golf Association.
- Deposit all money in a bank and maintain an accurate record of all such funds received and disbursed by her during her tenure
- Provide access for the president and assistant treasurer to view the full disclosure of all transactions within the LWGA bank account.
- In consultation with the president and appropriate board members, shall prepare the budget for presentation to the board
- Submit financial reports at board meetings and member meetings
- Maintain a minimum cash balance as established by the board
- Save financial documentation in a permanent form for at least seven years

## **WGA Position**

### **Assistant Treasurer**

Technology Requirements:

Email, Quicken, Spreadsheets

### **Job Responsibilities:**

- Attend Executive Committee and board meetings as a voting member.
- Maintain accurate accounting of members earnings in points spreadsheet.
- Act as assistant to the treasurer, assuming her responsibilities in the event of her absence or incapacity.
- Perform such duties as the treasurer deems appropriate.
- Collect and record sponsor checks for Together for a Cure.
- Perform other duties as assigned by the LWGA president.

### **Procedures and Methods used to Accomplish Job Responsibilities**

Weekly:

- Record members earnings in points spreadsheet set up by weekly play days.
- Recommend changes in points payout depending upon budget.
- Tabulate each week's payout according to payout schedule approved by the board
- Update points spreadsheet with member additions/deletions as advised by membership chair.

Monthly:

- Export the accumulated points report and distribute report to the president, treasurer, webmaster and TLC tournament director.
- Note: The 4th quarter points are billed against next year's LWGA budget due to the TLC billing delay of one month.
- Report total points to board.
- Assist the treasurer in any duties of payments, deposits, reporting and interfacing with TLC Finance, LWGA members and the bank to ensure that LWGA treasurer responsibilities are always covered by either the treasurer or assistant treasurer and all bills are paid promptly.

Annually:

- Assist treasurer in the preparation and filing of the LWGA federal and state taxes using the previous year's financial records of bank statements and Quicken transactions.
- Save all winners sheets and results for the year.
- Track sponsorship donations, with the assistance of the Treasurer, send checks to designated beneficiaries.

## **LWGA Position**

### **Secretary**

Technology Requirements:

Email, Word Processing, Spreadsheets

### **Job Responsibilities:**

- Attend Executive Committee meetings and board meetings as a voting member
- Maintain an accurate and permanent record of the meetings of the Executive Committee, Board of Directors and member meetings of the LWGA
- Prepare an agenda/ brochure for member meetings
- Perform other duties as assigned by the LWGA president

### **Procedures and Methods used to Accomplish Job Responsibilities**

- Compile a list of all board members, their addresses, phone numbers and email addresses
- Construct an attendance chart and maintain a record of attendance of all board meetings
- Send an email to board members 7-10 days before a scheduled meeting reminding them of the meeting date, time and place and request committee reports
- Send copies of reports to board members to review prior to the meeting
- Record the minutes at the Executive Committee, Board of Directors and member meetings. Send a draft of the minutes to the president for approval before distribution

Note: The minutes of the meetings should reflect the topics of discussion, the important points raised, and the results of the discussion. It is not necessary to record each speaker by name and comment. It is also helpful to keep a copy of all notes taken at the meeting and reports submitted by the committee chairs, at least until such time as the minutes have been approved, in case a question should arise about the accuracy of the minutes.

- Email a copy of the Executive Committee meeting minutes to the board.
- Email a copy of the board meeting minutes to all members on the board. File a copy of the final minutes into the LWGA record book.
- Post a copy of the member meeting minutes on all clubhouse LWGA bulletin boards. File a copy of the final minutes from these meetings in the LWGA record book.
- Post the proposed by-law and constitutional changes online at least 30 days prior to the vote.
- Compile a list of the major motions.
- Notify LWGA president and vice president if you are unable to attend a meeting so someone can take the minutes.
- Be responsible for any correspondence or other duties as requested by the LWGA President.
- Prepare member meeting agenda handouts.

**LWGA Position**  
**Ex Officio/Immediate Past President**

Technology Requirements:  
Email, Word, Excel

**Job Responsibilities:**

- Attend board meetings as a voting member.
- Chair the Nominating Committee.
- Perform other duties as assigned by the LWGA president

**Procedures and Methods used to Accomplish Job Responsibilities:**

- Consult Article IV, Nominations and Elections section of the LWGA BY-Laws
- Chair the Nominating Committee
- Alert the current president to appoint two, current LWGA board members to serve on the Nominating Committee.
- Once the Nominating Committee members at-large are chosen according to the by-laws, the ex officio sets a date and makes contact with the six other members of the Nominating Committee for their first meeting.

Before the first meeting, share the following with the Nominating Committee members:

- Members of the Nominating Committee should not make contact with possible candidates.
- All discussions at Nominating Committee meetings will be confidential and not shared outside the meeting room.
- Committee members should:
  - Review the three job descriptions
  - Research potential candidates' prior experience within the LWGA, other activities and work experience
  - Develop a list of names of possible, qualified candidates for the three positions.

At the first meeting, review the ground rules:

- Keep in mind the mission statement, "Promoting excellence in golf and fellowship among our members."
- Remember the importance of representation from both flights 1-4 and 5-8.
- Remember to think about personal qualities that candidates should have, such as ability to listen to others and the ability to be a team member.
- Think about the importance of these candidates serving on the executive committee where they would support decision-making and represent the interests of the majority of the members of LWGA.
- After a thorough discussion of the proposed candidates, list possible candidates and prioritize the lists.

As chair of the Nominating Committee, call candidates and ask if they would accept the nomination. If the first candidate listed is not willing or able to take the position, you will continue down the prioritized list set by the committee.



When all positions are filled, the chair of the Nominating Committee will inform the current president and vice president of the results and contact the internal communications chair for photos to be taken. The slate of officers should be posted online at least 30 days prior to the official election.

## **LWGA Position Website & Communications Administrator**

### **Technology Requirements:**

Email, Word, Excel, File Mgmt, WordPress, Flickr, Software proficient

### **Job Responsibilities:**

- Attend board meetings as a voting member
- Perform other duties as assigned by the LWGA president
- Maintain and update the website
- Is responsible for membership communications

### **Ongoing:**

- Ensure website is running and all pages & posts are up to date:
- Ensure that the Mailchimp roster is up to date.
- Develop data collection forms & views as needed.
- Post photos to the LWGA Flickr account as needed and setup their display on the website.
- Post notices of interest periodically (i.e. points, news items, special notices)

### **Monthly:**

- Manual backup of all tablepress tables used on the website
- Media & file cleanup

### **Periodic:**

- Review Google Analytics reports on website use
- Maintain payments for: domain renewal; Hosting site fees and other related payments
- Research improvements/enhancements for the website
- Update website documentation
- Maintain contracts or, licenses with webhost service and any required software

### **Procedures and Methods used to Accomplish Job Responsibilities:**

This is a technical position. Hands on experience using various software products, and knowledge of WordPress is required.

## **LWGA Position Tournament Chair**

### **Technology Requirements:**

Word (Semi-Annual Scheduling Pamphlet), basic proficiency with Golf Genius

### **Job Responsibilities:**

- Attend board meetings as a voting member.
- Serve as liaison between the Executive Committee and LWGA committees for which she is responsible (Golf Genius and Statistics.)
- Select and schedule weekly tournament play in consultation with the LWGA president and The Landings Club Tournament Director.
- Make decision regarding conditions of play when necessary (see cancellations below.)
- Monitor Tuesday play and provides reminders on pace of play, putting out, winter rules and other pertinent golf issues.
- Update the online tournament schedule, the awards and break pins report and the posting of special play day notices.
- Prepare a list of the break pin and hole-in-one recipients for the president to announce at member meetings.
- Consult with the TLC tournament director to determine the most improved player, using guidelines from member handbook.
- Order plaques for the most improved golfer and the outgoing president.
- Perform other duties as assigned by the LWGA president.

### **Cancellation Policy**

- Golf Genius pairings volunteers contact LWGA tournament chair and LWGA president if there are a significant number of cancellations on Monday.
- If weather forces a cancellation on Tuesday morning, announce it by 7:15 by notifying the LWGA president, TLC director and LWGA internal communications chair.
- If 25 % of the field cancels - change the game to Individual Stableford.
- If 50% of the field cancels - the game is canceled.

### **Luncheon Days/Scrambles**

- Discuss places to be paid and payouts with Treasurer, Assistant Treasurer and Golf Genius Chair.
- Contact TLC tournament director regarding format and the host club pro any special promotions (mulligans, buy a drive, etc.)
- Prepare a report with break pin and hole-in-one awards for president to announce and hand out pins at luncheon.

## **Assistant Tournament Chair**

### **Job Responsibilities:**

- Assist Tournament Chair as needed.
- Become familiar with Golf Genius pairings and scoring procedures.
- Assume duties of Tournament Chair in her absence.
- Attend board meetings if the chair cannot attend and serve as her proxy. May also attend board meetings with chair when necessary.

## **LWGA Position Golf Genius Chair**

### **Technology Requirements:**

Basic proficiency with word processing software, WordPress Table Updates, Golf Genius, PowerPoint

### **Job Responsibilities:**

- Attend board meetings as a voting member.
- Responsible for all aspects of pairings and scorings.
- Maintain pairings and scoring guides.
- Maintain technology guide for members.
- Recruit and train volunteers for pairings and scoring.
- Collaborate with the Club Tournament Director for Golf Genius configuration.
- Perform other duties as assigned by the LWGA president.

### **Procedure and Methods for Pairings:**

- Volunteer of the week picks up paperwork from Club Office on Thursday.
- Check the LWGA website for wait list and cancellations.
- Notify wait list players, as soon as possible, if they will be playing.
- Using Golf Genius, make necessary changes: delete cancelled players, add wait listed players and assign blinds or change tee box selections as needed.
- Notify President and Tournament Chair if there are significant cancellations.
- Give updated paperwork and scorecards to the starter before play begins Tuesday morning.

### **Procedure and Methods for Scoring:**

- Review post round play for any discrepancies or last-minute cancellations
- Assign 'post-play' blinds, if necessary.
- Download leaderboard report from Golf Genius and send to TWATL to post
- Post scores to GHIN
- Track blinds history

*All these procedures are detailed in the Pairings Training Guide and the Scoring Training Guide that volunteers will receive.*

**LWGA Position  
Statistics Chair**

Technology Requirements:  
Advanced Excel, Golf Genius

**Job Responsibilities:**

- Use Golf Genius to produce quarterly dashboard showing trends, including participation by play day and member, points leader and handicap index analysis.
- Maintain records of LWGA member participation.
- Perform other duties as assigned by the LWGA President

**Procedures and Methods used to Accomplish Job Responsibilities:**

- Use Golf Genius to collect stats on LWGA play to create a quarterly dashboard report for the board and membership.
- Offer suggestions on how to best use Golf Genius to streamline LWGA operations and reporting.

**Quarterly Dashboard Data:**

- Points leaders
- Participation by play day, compared to prior year
- Tournament data: participation by tees (course, island and Skidaway)
- Top Ten golfers who played the most Tuesdays
- Pie Chart analyzing indexes of players

## **LWGA Position Membership Chair**

### **Technology Requirements:**

Email, Excel, Word, File Mgmt, WordPress table updates

### **Job Responsibilities:**

- Attend board meetings as a voting member
- Meet with new members to provide LWGA orientation
- Work with Assistant Membership Chair to recruit new members, especially from New Neighbors 18
- Select, train and assign buddies for new members in consultation with the Assistant Membership Chair
- Process new membership applications and report new member's information as well as resignations to the LWGA Board, the TLC Tournament Director and the TLC accounts receivable representative
- Contact resigning qualified members about becoming Emeritus members
- Maintain on-line membership directory on LWGA.net
- Support and oversee the Assistant MC with her responsibilities
- Perform other duties as assigned by the LWGA chair

### **Procedures and Methods used to Accomplish Job Responsibilities:**

- Prepare new member packets to include welcome letter, membership book, LWGA brochure, rules bag tag, LWGA logo, Golf Genius tip sheet and instructions for Tuesday registration and cancellation
- Conduct new member orientation and walk her through LWGA.net, the TLC app and Golf Genius. Review registration/cancellation, schedule, buddy system, break pins, points and hole-in-one payouts
- Obtain check from new member and deliver to treasurer
- Add new member data to the membership roster on the LWGA.net
- Delete resigned members from membership roster on LWGA.net
- Maintain list of emeritus members with phone numbers and emails
- Monitor LWGA membership numbers with TLC accounts receivable representative

**LWGA Position**  
**Assistant Membership Chair**  
**Job Responsibilities:**

- Work closely with the Membership Chair to recruit new members
- Coordinate outreach and play days to introduce NN18 members to LWGA
- Work with Special Events Committee to plan new member reception(s)
- Develop marketing strategy to ensure that Discovery Guests, real estate agents and Pro Shops connect prospective and new members with LWGA
- Maintain chronological, numerical list of new and deleted members
- In conjunction with the current printing provider, the Assistant MC will be responsible for the modification, compilation, printing and distribution of the Membership Book
- Send remembrances to members when deemed appropriate
- May attend board meeting with chair to discuss membership; may also attend meetings in the chair's absence and vote as her proxy



**LWGA Position**  
**Special Events Chair**

Technology Requirements:  
Email, Word Processing

**Job Responsibilities:**

- Attend board meetings as a voting member.
- Oversee and guide Special Events Committee in organizing and creating events that promote fellowship among members, including general luncheons and new concepts.
- Mentor committee members by involving them in all aspects of event planning and encouraging them to assume greater responsibility as the year unfolds.
- Serve as the key contact with catering for negotiating pricing with TLC for all LWGA events.
- Ensure that expenses stay within the annual budget.
- Oversee the submission of activity flyers and all pertinent information to the internal communications chair for publication on the website.
- Work closely with Tournament Chair when a social event can be added to Tuesday game.
- Invite Emeritus members to general luncheon meetings.
- Perform other duties as assigned by the LWGA chair.

**Procedures and Methods used to Accomplish Job Responsibilities:**

- Conduct meetings with committee to plan events, assign duties and engage committee members.
- Communicate regularly with committee members so each member understands her role and the overall objectives.
- Guide committee member on the organization of LWGA general luncheons and meetings.
- Communicate proposed activities to the board.
- Train committee members in negotiating with club house managers on events on playday buffets.
- Contact Internal Communications Chair one month before luncheon about RSVP process for luncheons so she can communicate this to her committee for those cancelling.
- For every luncheon ask LWGA chair who she would like to have sit at her table. (Friday – prior to luncheon)
- Provide reports to the board on participation in social activities.

**Special Events Committee Members  
Job Responsibilities:**

- Create and organize events throughout the year to promote camaraderie and friendship among LWGA members. Types of events may include cocktail hours, nine and dine, wellness lectures or classes, golf clinics with the pros and fun competitions on and off the golf course.
- Organize member buffet luncheons on Tuesday playdays if possible. Planning will include negotiating the menu with the respective clubhouse manager and overseeing other details.

## **LWGA Position Publicity Chair**

Technology Requirements:

Email, Word Processing, Photography

### **Job Responsibilities:**

- Attend board meetings as a voting member
- Responsible for LWGA articles in the TWATL
- Responsible for other communications regarding LWGA
- Perform other duties as assigned by the LWGA President

### **Procedures and Methods used to Accomplish Job Responsibilities:**

- In December, email the LWGA board members and tournament chairs explaining deadlines. Solicit board members for article ideas.
- Communicate with Jerry Sandy and Pam Burgess at TWATL and confirm deadlines.
- Develop editorial calendar, identifying subjects for articles. Work with TFAC publicity, LWGA Tournament Chair and chairs for LWGA special tournaments to help develop calendar.
- LWGA articles are published each Sunday and must be received at TWATL 11 days prior (9 am Wednesday) by email. If there is a need to send in article late in the day on Wednesday or by 9 am Thursday, contact Jerry or Pam in advance.
- TWATL requires that the typeface be Times New Roman, 12 point and the number of words approximately 500 (one page). If the size of an article is larger than that, please contact Jerry or Pam in advance.
- Photos should be sent in a different attachment from the actual article.
- More than one article can be sent at a time if you will be away, etc.
- After writing a draft of an article, it should be emailed to the LWGA President and subject matter expert (if appropriate) for proofing.
- After additions, and/or corrections, the president (and subject matter expert) will email the edited document back.
- Make the changes and email the final copy to TWATL at that time
- Email a copy of the final article to the Webmaster for inclusion on the website.
- Maintain file of editorial calendar and published articles.

## **Assistant Publicity Chair**

### **Job Responsibilities:**

- Explore other publicity opportunities such as social media and working with TLC communications manager.
- Assist Publicity chair in developing story ideas.
- Write TWATL articles if requested by publicity chair

**LWGA Position**  
**Together for A Cure Tournament Chair**

Technology Requirements:

Email, Word, Excel, File Management

**Job Responsibilities:**

- May attend board meetings as non-voting member
- Report to LWGA vice president
- Supervise all subcommittee chairs/activities required to present a successful tournament
- Develop a budget and provide LWGA Asst. Treasurer with all invoices for approval of payment
- Coordinate with beneficiaries and all appropriate Landings Club staff
- Maintain training of the vice chair, including her in all important meetings and correspondence
- Present final report to the board
- Save all tournament documents to a flash drive for the incoming chair

**Procedures and Methods used to Accomplish Job Responsibilities:**

- Appoint chairs of subcommittee as needed. The vice chair should understand that she will accept the position of chair the following year
- Work with sponsorship chair to contact primary sponsors to ensure continued support and maintain communication throughout planning cycle
- Maintain frequent contact with the beneficiary liaisons regarding donor letters and sponsorships and fundraising updates
- Coordinate with Landings Club tournament director tournament details (courses, registration, format, rules of play, pro participation)
- Chair committee meetings, as appropriate. Include the LWGA vice president, as she is the liaison between the committee and the LWGA board
- Work with the respective chairs and assist them with event planning and fundraising as needed
- Coordinate with TFAC publicity chair to identify all PR opportunities and outlets
- Select prizes, patronizing the pro shops whenever possible. Ensure recognition for primary sponsors
- Keep a list of issues and challenges which occurred and make recommendations for the following year's tournament chair
- Evaluate the financial success of the various fund-raising efforts

## **LWGA Position Special Tournament Chair**

Technology Requirements:  
Email, Word, Excel, File Management

### **Job Responsibilities:**

- Organize special tournament details including, courses, format, prizes and theme
- Maintain communication with vice president, who oversees special tournaments
- Work with publicity chair and special events representative to utilize their resources to support your tournament
- Prepare final report of budget versus actual charges in the month of the tournament.
- Submit final report to the vice president for board review.
- Save all tournament documents for the incoming chair.

### **Procedures and Methods used to Accomplish Job Responsibilities:**

- Organize first planning meeting four months in advance and include vice president, publicity chair and special events representative.
- Review budget with vice president and financial reporting requirements (expense forms, etc.)
- Develop a publicity timeline with publicity chair that covers stories in the TWATL, messaging on club house screens, a flyer to post on LWGA.net and tournament day coverage of event and winners.
- Work with special events representative to create a menu and pricing and have special events rep manage negotiations with The Club
- Coordinate tournament format, rules & conditions of play with Landings Club tournament director. Identify the maximum number of golfing participants; arrange for registration and determine special features such as use of the mulligans or drives by the pros.
- Chair meetings, as appropriate and provide regular updates to the LWGA vice president, as she is the liaison between the committee and the LWGA Board.
- Select prizes/tee gifts, patronizing the pro shops whenever possible. Consider recognition/gift for sponsor, if applicable.
- Report the names of luncheon attendees to the catering. Include non-golfers who will also attend, such as honored guests, the Landings Tournament Director, the Director of Golf Operations, and the club's Executive Director.
- Arrange for other photographs, as appropriate, and create shared album with LWGA internal communications
- Maintain a list of volunteers who have supported the tournament effort.
- Write a short summary with issues and challenges and make recommendations for the following year's tournament chair.
- Complete tournament budget form for treasurer