

Guys & Gals Golf Club Officer Responsibilities

Updated: April 1, 2024

In the event there is a change of Club Officers, each Club Officer will work with their replacement for 2-3 meetings to assist them in understanding their new role and to help make the transition as smooth as possible.

President

- Turn in the Club Officer form 14 days after elections.
- Complete Room Utilization request. Give the Desert Vista Room Coordinator specific dates that we will be using the DV rooms for G&G Board meetings. Do the same for rooms reserved at the Pinnacle as well.
- Follow procedures for conducting Club Elections.
- Reserve monthly tournament dates with the tournament chair and the Palm Valley staff by April/May, the year prior.
- Reserve Desert Vista or Pinnacle rooms for the Club Championship Banquet and the December Holiday Party.
- Arbitrator for Club, as needed.
- Conduct monthly Club Board Meetings.
- Arrange catering menus for two Annual General meetings/events with Vice President.
- Solicit prizes from the Golf Pro Staff for The Club Championship Potluck Banquet and the December Holiday Party.
- Raise funds from membership for 50/50 raffles held at the May and December General Meetings/Events.
- Select auditors to complete an annual audit with Treasurer.
- Enter into contracts for services to be provided to the Club, as needed.
- Assure guest privileges are enforced with the tournament chairpersons. Guests may play two times per year.
- Initiate action to suspend or revoke any club members.
- Attend annual President's meeting held by the CCOC and monthly CCOC meetings.
- Attend Golf Oversight monthly meetings and report information relevant to Club Officers.
- Help set up Annual General Meetings/Events.
- After President role is vacated, remain as Parliamentarian for at least 1 year post presidency. All elected positions are voting positions except for the Parliamentarian who is a non-voting member.

Vice President

- Conduct meetings when president absent.
- Take minutes when the secretary is absent.
- Assist President with raising funds from members for the 50/50 Raffles, and other miscellaneous promotions.
- Retrieve the Championship trophies from last year's Club Champions for distribution to the new tournament winners.
- At each Annual Championship, take pictures of the Club Champions, update name plates and mount plaque(s) at Palm Valley. As needed, purchase new plaques for Club Champions.
- Help set up Annual General Meetings/Events (check-in people, prepare name tags and manage funds for 50/50 Raffle, etc.)
- Attend SNGA Meetings and share information with Board Officers.

Secretary

- Take the minutes at each Board meeting. Provide a copy of the completed minutes to each board member, via email, for additions and corrections. Maintain a hard copy and an electronic copy for records.
- Take the minutes at each Business meeting. Provide a copy of the completed minutes to each board member, via email, for additions and corrections. Maintain a hard copy and an electronic copy for records.
- Submit an article to *The Link* magazine by the 24th of each month for the upcoming tournament information. The article should be sent to EileenD@suncitylv.com. This article should be written two months in advance.
 - Note - April/May, August, and September articles have to mention nominations for the Board members for the following year. Voting will be conducted in December.
- Post signup sheets for the Spring Championship Dinner. Create an excel spreadsheet with attendees' names so that it can be used as a check-in sheet and name tags and raffle tickets can be created before the event. The timing is April/May.
- Post signup sheets for the December Holiday Party. Create an excel spreadsheet with attendees' names so that it can be used as a check-in sheet and name tags and raffle tickets can be created before the event. The timing is November/December.
- Help set up Annual General Meetings/Events.

Treasurer

MONTHLY:

- Record all receipts for memberships, Hole-in-One Club and monthly tournaments on the monthly work sheet.
- Disburse tournament awards including creating envelopes as reported by tournament chairperson(s).
- Deposit all receipts into the club checking account.
- Disburse funds for approved expenditures with appropriate receipts.
- Produce monthly financial statements.
- Collect tournament checks & cash from the G&G lock box.
- Record Tournament entry receipts and forward to Tournament Chairs prior to Tournaments.

GENERAL:

- Maintain club checking account.
- Maintain documentation/records for all transactions.
- Provide an audit trail for all club transactions.
- Select auditors to complete an annual audit with President.
- Provide records for annual audits by 2/15 every year
- Submit fiscal and calendar year reviews to CCOC by 7/15 every year.
- Help set up Annual General Meetings/Events.

Handicap Chairperson(s)

MEMBERSHIP:

- Provide Membership Application forms on the Guys/Gals bulletin board located at the Palm Valley Golf Club. Send the form via e-mail to the Webmaster to post on the website. (By November for the following year)
- Once a week, check the G&G box for any new member applications.
- Review new member applications for accuracy, GHIN number, HOA number, e-mail address, telephone number, home address and amount of money. Contact the new member if any verification is needed.
- When a new member needs a GHIN number, collect the GHIN fee and set up their GHIN number in the GHIN in Handicap Management Program and advise the new member. Once the information is verified, send the payment to the Treasurer with a detailed statement.
- Enter (add) all members on the Membership Roster (Excel spreadsheet or other like program). Indicate any new additions in RED so that it easily shows the updated changes.
- One week before the monthly tournament, email the updated Membership Roster in PDF format to all Officers, prior to the monthly meeting.
- Make a list of current members for the G&G website with the last names, photo, phone number, and email address. Send it (in PDF format) to SCS IT Group (Webmaster). Update as needed. Website: scsguysgals.com
- Provide a hardcopy of the Membership Roster to the Community Association office by Feb 28 of each year. They may request an Excel format. Update annually.
Contact information: Irene Kleutgens: irenek@suncitylv.com. Fax #: 7-2.363.1597

HOLE-in-ONE CLUB:

- Collect Hole-In-One Club fee (\$5) and forward it to the Treasure with a detailed statement. Update the H-I-O list and send it (in PDF format) to the Webmaster for posting to our Website. Update as needed.

HANDICAP INFORMATION:

- Post all players' scores after each Tournament when the tournament format is a postable score, i.e., no scrambles, etc. When applicable, add 1 stroke to the hole where a magic putt was used. Enter all scores through the Golf Genius program.

OTHER INFORMATION:

- When the SNGA sends a bill to our club, verify amount and then forward to Treasurer for payment. Keep a record of the information. Update 4 times a year.
- Maintain our Website with the current information through the Webmaster, SCSCAI IT Group. (e-mail suncityguysngals.com)
- Help set up Annual General Meetings/Events.

Tournament Chair/Co-Chair Person(s)

The Tournament Chair(s) will coordinate all aspects of the monthly tournament.

MONTHLY TOURNAMENT:

- Three weeks prior to the monthly tournament, create sign-up sheets for 4-somes and 2-somes and post them on the Guys & Gals bulletin board at Palm Valley.
- Send Golf Genius email blast to all members re sign-up sheets and include tournament information.
- Three to four days prior to the sign-up deadline, send a Golf Genius reminder blast to all members.
- One week prior to the tournament, retrieve sign-up sheets and enter players into the Golf Genius tournament program. Print alpha list and compare with payment record from Treasurer. Contact and collect from unpaid players and give to Treasurer at Board meeting.
- Create teams and flights. Contact members to complete a field of 4-somes if needed.
- Prepare report of tournament information and prize monies for the Board meeting.
- Following the Board meeting, update all Handicap Indexes in GHIN, make final teams, flights, and pairings.
- Friday morning, send Golf Genius blast with pairings, tee assignments and tournament information to all players and the course pro shop.
- Create and print two sets of scorecards. Attach previous winners' prize money envelopes to scorecards.
- On the morning of the tournament, check in all players and distribute scorecards. Collect entry fees from those who did not pay yet, as needed.
- Following the tournament, collect all scorecards and check that both cards agree.
- Enter scores into Golf Genius. Post scores to GHIN if postable.
- Create a result sheet and send Golf Genius blast with results to all members.
- Tuesday or Wednesday of the week following tournament, send results to webmaster for posting. Confirm revision of website to reflect the final results of the Sunday tournament.
- Maintain all tournament records for 1 year.

ANNUALLY:

- Meet with Pro to set schedule and assign courses for following year as soon as calendars are available for the courses, usually in the Spring.
- Determine formats and prepare annual calendar for tournaments.
- Present calendar to Board for approval.
- Post new schedule to website in the Fall.