

PRESIDENT

Rancho Las Palmas Ladies Golf Club



Responsibilities

1. Appoint Committee and Chair Positions to include:
 - The nominating committee
 - Membership Chair, Publicity (website), Sunshine, Ringers, Birdies, Greens Liaison
2. Lead Board and General meetings
3. Meet with VP and tournament chair to draft calendar; discuss Board members responsibilities; brainstorm goals for upcoming year
 - Select dates, plan agendas and notices for Board and General meetings
4. Coordinate calendar plans with Golf Manager, Events Coordinator, and Tournament Chairs (both Ladies and Men's)
5. Plan monthly happy hours with VP identifying dates and themes
6. Maintain communications with members and Board
7. Update WSCGA on RLPWGA liaison and club info
8. Collaborate with Treasurer to complete a budget
9. Collaborate with Treasurer in overseeing budget and addressing budgetary issues
10. Support Tournament and other Chairs as needed
11. Collaborate with Vice President to plan the new Officer Installation

Above Activity	Dates/Range of Dates
1	April
2	Ongoing
3	April-May
4	May
5	April
6	Ongoing
7	April
8	Dec-January
9	Ongoing
10	Ongoing
11	Feb-March

VICE PRESIDENT

Rancho Las Palmas Ladies Golf Club



Responsibilities

1. Collaborate with the Omni Events Coordinator to plan lunches and menus for Ladies Luncheons and Happy Hours for the year
2. Update Officer's photos in Ladies Club Locker Room
3. Serve as proxy to the President in the event of her absence
4. Plan Christmas Luncheon (select charity, theme, lunch)
5. Collaborate with President and other Board members to draft calendar and brainstorm goals for upcoming year
6. Collaborate with the President to plan new officer installation program

Above Activity	Dates/Range of Dates
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|----------|--------------------|
| 1 | May |
| 2 | April |
| 3 | Ongoing |
| 4 | Sept |
| 5 | March-April |
| 6 | Feb-March |

TREASURER

Rancho Las Palmas Ladies Golf Club



Responsibilities

1. Oversee and manage the Ladies Club budget
2. Inform the President of any budgetary problems or issues
3. Write checks, balance checkbook, review income statements & update budget
4. Collaborate with the President to review End of Year Budget Summary Reports and create a new budget for the upcoming year
5. Make bank deposits
6. Prepare and present reports for Board and General meetings
7. Post Budget Reports from the General meetings on Ladies Club Web Page
8. Collaborate with Tournament, Ringers, & Birdie Tree Chairs for payouts

Above Activity Dates/Range of Dates

- | | |
|----------|--------------------|
| 1 | Ongoing |
| 2 | Ongoing |
| 3 | Ongoing |
| 4 | March/April |
| 5 | Ongoing |
| 6 | Ongoing |
| 7 | Ongoing |
| 8 | Ongoing |

SECRETARY

Rancho Las Palmas Ladies Golf Club



Responsibilities

1. Takes minutes at all Board and General meetings
2. Distributes the minutes after meetings (within one week) to the Board and members
3. Posts minutes on the Ladies Club Web Site
4. Makes immediately prior meeting minutes available for review at the Board and General meetings

Above Activity	Dates/Range of Dates
1	Ongoing
2	Ongoing
3	Ongoing
4	Ongoing

TOURNAMENT CHAIR

Rancho Las Palmas Ladies Golf Club



Responsibilities

1. Serve on the RLPLGC Board
2. After the Ladies Club golf calendar is drafted:
 - a. Collaborate with Omni Manager & Men's Club Tournament Chair to schedule and coordinate events
3. Finalize the calendar for the Ladies Club events for the season and confirm with the Board, Omni Manager and Men's Club Tournament Chair
4. Review draft of the Ladies Club Book to ensure accurate calendar of events before printed
5. Advise and support the Member Guest (MG) Co-Chair and the Major's Co-Chair (MC) as needed (handicaps, flights, teams, format, payouts, publicity, etc.)
 - a. Meet 1 month with MC and/or MC one month before each tournament to review tournament requirements and address other issues/concerns as needed
6. Serve on the "Rules Committee" for major events as needed
7. Organize the Thursday and Saturday Ladies Club games in collaboration with the Golf Pro
 - a. Plan flights, teams, handicaps, and payouts
 - b. Assist the Pro with morning check in and game results after each game
8. Orchestrate process for check in and scoring/game results after play on Thursday and Saturday
9. Collaborate with Treasurer for major tournament payouts
10. Recognize major tournament winners; collaborate with Vice Chair to update winner information posted outside the Ladies Club locker room

Above Activity	Dates/Range of Dates
1	Ongoing
2	April-May
3	July
4	Complete by end of August
5	October - May
6	Ongoing
7	Ongoing
8	Ongoing

HANDICAP CHAIR

Rancho Las Palmas Ladies Golf Club



Responsibilities

1. Replace outdated Handicap Lists with printed current Handicap List twice per month
 - a. Place copy in RLPLGC Handicap Book
 - b. Place copy in glass case (by the outside snack bar)
 - c. Place copy in the pro shop over the posting machine
 - d. Email a copy to the Tournament Chair
2. At last General Meeting, identify the MIG for the 6-month season and give cash prize (coordinate with the Treasurer)
3. Add new members and deactivate inactive members through the SCGA electronic system
4. Review the Handicap Monthly Report to ensure the SCGA website accurately reflects our club
5. Collaborate with the Treasurer, Tournament Chair, and Membership Chair to ensure the Handicap List is consistent with their lists for tournament planning, membership renewal, and the budget
6. Maintain the Handicap Manual ensuring it is up to date and ready when given to the new Handicap Chair
7. Attend the Handicap Training Session to become certified
8. Print out a report for the Ringers Chair

Above Activity	Dates/Range of Dates
1	Twice per month (1st and 15th) during October-April
2	April
3	Ongoing
4	April-May
5	Ongoing
6	Ongoing
7	When announced (typically November)
8	January

RULES CHAIR

Rancho Las Palmas Ladies Golf Club



Responsibilities

1. Serve on the Rules Committee* for tournaments
2. Attend SCGA Rules Workshops to stay current
3. Clarify rules for members at and between General meetings as needed
4. Serves as a liaison with the SCGA for rules clarification
5. Schedule Rules Workshops or Updates as needed
6. Submit rules clarification articles for the Ladies Club Website as needed

Above Activity	Dates/Range of Dates
1	Ongoing
2	When available and as needed
3	Ongoing
4	Ongoing
5	Ongoing
6	Ongoing

***Rules Committee consists of Rules Chair, Tournament Chair, President, Event Chair and Golf Pro and only meets when questions about a rule**