

## CO-PRESIDENTS

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### Rancho Las Palmas Ladies Golf Club



## RESPONSIBILITIES

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1. Appoint Committees and Chair positions.
  - The Nominating Committee
  - Social Committee, Publicity (website), Sunshine, Ringers, Birdies, Greens Liaison
2. Lead Board and General Membership meetings.
3. Meet with tournament chair to draft calendar.
4. Discuss Board members' responsibilities and brainstorm goals for the upcoming year. Select dates, plan agendas and notices for Board and General meetings.
5. Coordinate calendar plans with Ladies' and Men's Tournament Chairs. Revise calendar with Omni Director of Golf and the HOA Social Chair.
6. Verify calendar is accurate and in sync with Men's club and Omni on-line calendar prior to start of season.
7. Maintain communication with members and the Board.
8. Update WSCGA on RLPWGA liaison and club information.
9. Collaborate with Treasurer to oversee budget and budgetary issues
10. Provide summative evaluation on effectiveness of piloted leadership team vs. named offices to the members.
11. Plan new officer installation program.

### Target Dates and Activities:

**June-Sept:** Check in with Membership Chair on updating and distribution of the Member Directory.

**June:** Prepare for executive Board mtgs and general meetings in compliance with bylaws.

**Nov – April:** Hold monthly Board meetings. Check in with Tournament & Committee Chairs.

**Jan:** Appoint Nominating Committee to coordinate new officers' selection.

**March:** Present and post Board nominees.

**April – May:** Plan new Board installation and outgoing president appreciation ceremony for final Ladies Club luncheon. Meet with VP & Tournament Chair (see #3 above).