

EXECUTIVE POSITIONS AND COMMITTEE JOB DESCRIPTIONS

- **President:** The President shall preside at all meetings of the Ladies 9-hole Golf Association, serve as the Chairperson of the PL9GA Executive Board, and have general supervision of the affairs of the Association. She shall exercise the duties pertaining to the office of President, put policies and plans into effect, ensure that the By Laws are enforced as well as compliance with all state and federal reporting requirement for the corporation. She shall be an ex-officio member of all standing committees. She shall also serve on the Advisory Golf Committee, interact with members of The Plantation Golf and Country Club, attend the Lee County Ladies Nine Hole Golf Association Meetings, and serve as a spokesperson for the PL9GA.
- **Vice-President:** The Vice President shall perform all duties of the president's office in the absence of the president. She also interacts with the Keep It Simple Summer "KISS" and Invitational representatives of the various L9GA leagues. KISS events are communicated through an email to all PL9GA members and those that wish to play "pay at the door". For Invitationals, when information is received it is sent to our Web Site coordinator who posts the information. An email is then sent to our members and she is responsible for making sure names and handicaps are communicated to the respective clubs and that money is collected from our members. She then interacts with the PL9GA treasurer to be sure a check is cut and sent to the inviting club.
- **Secretary:** The Secretary shall attend and record the minutes of the L9GA Board and general meetings of the membership. She shall record and distributes minutes of the meetings, issue notices of regular and special meetings and perform such other duties as directed by the PL9GA Board. She shall assure that all amendments to the Bylaws are properly documented and communicated to the membership. She shall attend to the necessary correspondence of the Association and perform such other duties as may be prescribed by the Executive Board.
- **Treasurer:** The Treasurer shall prepare and present a proposed budget based on the input from committee chairpersons. She shall collect and deposit all funds coming into the PL9GA and keep a record of same, subject to an audit as may be authorized by the Executive Board. She shall perform such other duties ordinarily attached to the office of treasurer. She shall maintain a list of members of the group in good standing, and provide a copy of same to the Executive Committee. She shall file the annual report with the FL Department of State Division of Corporations and the IRS.
- **Membership Committee:** Contact new PG&CC members to determine interest in joining the L9GA. Oversee Mentorship Program, conduct membership drive, coordinate group play including getting tee time procurers, in charge of fifty/fifty raffle, select new uniforms on even years, choose and purchase end of season gift to membership and oversee election of new officers.
- **Rules Committee:** Prescribe all conditions of weekly and special event play with assistance from the professional golf staff. Determine the weekly games and set up the weekly league activity schedule in advance of the season. In this capacity, she shall be responsible for any and all local rules as they pertain to PL9GA golfing activities and assure that changes to Standing Rules are properly documented and communicated to the membership. Determine and set up the weekly rule of the week quiz in advance of the season. Work with the golf staff to set up monthly rules clinics.

- **Special Events:** Responsible for planning all social functions and tournament events within the PL9GA. Special events may include but are not limited to Opening Day, Invitational, Neighbor Cup, and KISS events. The Special Events committee chair works closely with The Plantation Golf and Country Club staff including the pro shop and food and beverage manager for each event. Planning for the next year's events needs to begin in the spring to ensure events are on the club's calendar.
- **Communications Committee:** The Communications Committee shall consist of 2 members (one member being the chairperson.) The committee will be responsible for the L9GA website, including posting and updating all events such as, outside Invitationals, KISS events and league events; posting and updating the membership roster, Rule of the Week; and coordinating and keeping all website pages up to date. The committee shall also keep the L9GA Bulletin Board current.
- **Recognition and Awards Committee:** Coordinate and maintain records to support player recognition, award activities, and ensure fair and equitable competition. This may include, but not be limited to tracking of score postings, attendance, pars, birdies, chip-ins, eagles, ringer scores, and most improved handicap index. A birdie tree is maintained in the women's locker room. Awards are purchased by the committee to be given at the awards ceremony held annually on closing day. Excel spreadsheets are currently used for tracking purposes. A member shall have played in at least one-quarter (1/4) of the play days throughout the season to be eligible for any annual awards.