

## **Board Officer Resonsibilities**

Elected Officers may serve only two consecutive 1 year terms. Current board officers may be solicited for an additional single year term for vacant board positions in the absence of board member candidates.

**President:** Conduct Board and General Meetings. Give Welcome at all tournaments. Make yearly schedule November thru April and reserve meeting rooms. in coordination with the Recreation Office. Act as League Representative for the AWGA. Present awards and acknowledge winners of various tournaments at meetings.

**First Vice President:** Conduct meetings in absence of President. Coordinate annual League Invitational in January.

**Second Vice President:** Conduct meeting in absence of President, and first vice president. Take charge of outside invitationals posting all invitations and correspond to outside clubs as needed. Responsible for accepting league applications, maintaining current league membership list, and coordinating with Pro Shop to ensure AGA handicap enrollment.

**Secretary:** Write minutes for each Board and General meeting, keep a record and give a copy to the President. Election of Officers: In case of a tie, the secretary shall cast the deciding vote.

**Treasurer:** Collect monies, make deposits, verify and pay bills. Receive and verify memberships with membership chair prior to paying AWGA dues. Pay Pro shop for play days and tournaments. Routinely check Ladies 9 Hole Golf League box in Pro Shop.

**Welcome Back Brunch, Combined Championship and Fun Day tournaments will be hosted by the officers.**