

HERON LAKES WOMEN'S 18-HOLE GOLF CLUB

JOB DESCRIPTION

NEW MEMBER CHAIR

1. The New Member Chair is appointed by the incoming President each year.
2. The purpose of this position is to help new members feel comfortable and welcomed into our club. When the chair is notified of a new member, she should arrange to meet her and introduce her to other members, officers and staff, answer any questions and provide her with any information that might help familiarize her with our club and our activities. This would include the following:
 - a. Our website address
 - b. Where to find Sign-up sheets and shotgun times
 - c. Filling out scorecards and reporting birdies, chip-ins and ringers
 - d. How to adjust scores and post on the computer
 - e. Bulletin board postings
 - f. Brown bag meetings and special events
 - g. Local rules for Heron Lakes
 - h. Whom to contact for more information or questions. (Most important would be for the chairperson or an assigned club member to ride with the new member the first few times she plays to answer questions or explain local rules.)