



SADDLEBROOKE
WOMEN'S GOLF ASSOCIATION-18

JOB DESCRIPTION: MEMBERSHIP CHAIR

REQUIREMENTS:

- Computer
- Computer Skills – Excel & Word
- Access to the Internet

TIME REQUIREMENTS:

- One hour monthly
- Late fall requires more time with renewals

JOB DUTIES & TIME REQUIREMENTS:

New Member Actions

1. Place New Member forms and brochures on bulletin board and in bathrooms throughout the courses.
2. Upon receiving a notice from AZ Golf that a new member wants to join, give them a call to make sure they are trying to join the SBWGA-18 group. If they indicate that this was in error, then decline the membership on the AZ Golf website.
3. If they indicate that they want to join SBWGA-18, then welcome them and let them know they will be receiving more information and will be in contact with a Big Sister to help initiate them into the SBWGA-18. Accept their membership on the AZ Golf website.
4. Keep the new member electronic check list (a Word document) up to date with any necessary changes on who/what needs to be done when there is a new member.
5. Find a Big Sister for a new member, review the New Member packet with them and have them reach out and meet their Little Sister. Big Sisters will be asked and trained throughout the year so the availability is there when a new member joins. The Big Sister will have a new member folder and be ready to serve when asked.
6. Email the new member GHIN/Cheslea/HOA1 # to all that need them. The new membership check list is fully explainable in the membership chair's binder. It is detailed as to who and where the new member information is sent.

Duties for the Year by Month

1. January - February

- a. Plan a welcome event for the new members that have joined since the previous New Member Welcome Event. This is usually held in the February timeframe. Invite the new members, Big Sisters, Jane Chanik and members of the Board. The goal of the welcome party is for the new members to get acquainted with the Board and for the Board members to get to know the new members better. It is a time for the Board to explain the opportunities for the new members to get involved in the organization and to explain ways they can volunteer and support the organization. It is a fun and engaging event.

2. October

- a. Broadcast online registration process to current members of SBWGA-18.
- b. Update the HOA1 clubs and groups website with any dues changes by notifying the administrative office.
- c. Update the Pro Shop of dues changes and online registration process.

3. November

- a. Have President enroll you in the AZ Golf portal.
- b. Have webmaster send eblast as reminder to current members to register online with AZ Golf link. Need registration information by November 30th to be included in the handbook.
- c. Coordinate with Treasurer to update the club roster with all information about choices of games.
- d. Distribute via email the membership spreadsheet to people responsible for assigning tees, hole in ones, birdies or better, SDWGA, Eclectic, Chip-ins, TPD and Handicap Chair.

4. December (early)

- a. Returning members will be updated by AZ Golf as they register online.
- b. Assign Big Sisters to new members and send email regarding contact information. Get the new member folder to the Big Sister so that she can go over it with the new member.
- c. Send emails to Big Sisters reminding them to connect with their Little Sisters to see how the transitioning is coming along and if there are any questions.
- d. Identify individuals who did not rejoin and follow up with them.

5. December

- a. Around the 15th of the month, send an email to each new member, see the New Member check-list.
- b. Delete those who did not renew from spreadsheets and AZ Golf website.

Revised April 2026