



JOB DESCRIPTION: PRESIDENT

REQUIREMENTS:

- Access to a Computer
- Computer Skills – Word and some knowledge of Excel
- Access to the Internet

TIME REQUIREMENTS:

- (3 - 5) hours monthly (includes General and Board Meetings)

EDUCATION / TRANSITION REQUIREMENTS:

- Should be limited as VP has already served on the Board the prior year

JOB DUTIES & TIME REQUIREMENTS:

1. Monthly Meeting Routine

- a. Send tentative agenda for General Meeting and Board Meeting to Board members and ask for any additional items.
 - i. Call the meeting to order.
 - ii. Approve minutes and Treasurer's Report.
 - iii. Reports from Board members.
 - iv. Old Business.
 - v. New Business.

2. December

- a. Review Standing Rules and By-Laws for any needed changes.
- b. New Board will need to begin updating/editing electronic copy of the Handbook.
- c. Determine Board meeting schedule and work with Trisha Rodgers in Food & Beverage to reserve a meeting room for the upcoming year.
- d. Compile the new budget working with the Treasurer and all Board members.
- e. Choose the charity that the league will support.
- f. Get committee chairs for the following year.

- g. Check on tournament chairs – ensuring all are in place.
- h. Make sure all revised documents are sent to webmaster for website updating.

3. January

- a. Ask the Handicap Chair for the Most Improved Golfer. Provide the monetary award and certificate during the January General Meeting.
- b. Change website password for security purposes.
- c. Invite the Chair of the HOA1 Golf Committee to attend Board meetings once a year.
- d. Identify a financial review committee and see that the review is conducted by the end of February.

4. February

- a. Check with Sponsor Committee about Sponsor Fair.

5. March

- a. Notify the membership that two members of the Nominating Committee will be chosen at April General Meeting.

6. April

- a. Appoint a Nominating Committee member as the Board's representative and take volunteers/nominations from the membership for two more members at the April General Meeting.

7. April / May

- a. Set tournament schedule for the next year. The Vice-President, Tuesday Play Day (TPD) Chair and Special Tournaments Chair will work with the Niners. Schedule is then given to the Head Golf Professional for approval.
- b. Review appointments for Cataline Cup Captain (2-year position) and Kachina Reps; appoint new captain/representatives when appropriate.
- c. Appoint Quail Classic Chair(s) for the following year.
- d. Announce State Medallion winners.

8. June / July / August

- a. There are no General Meetings with Luncheons during these months.

9. September

- a. Start preparing a preliminary budget for the following year in order to determine the amount of the membership dues.
- b. Finalize calendar for the following year in collaboration with Tuesday Play Day (TPD) Chair.
- c. Review the finances and plan how to use any money left over at the end of the year.
- d. Find a Handbook Committee Chair.
- e. Prepare for the following year's membership dues/application/AGA dues .

10. October

- a. Provide AGA with required membership documentation.
- b. Announce the slate of officers for the upcoming year at least two weeks before the November General Meeting.

11. November

- a. Remind the Vice President to invite key people to the holiday luncheon (Head Golf Professional, Assistant Golf Professional, General Manager, Director of Golf and Grounds, Golf Course Superintendent, Elite Sponsors, all past presidents who are no longer active members).
- b. If necessary, hold an election of officers at the November General Meeting.

12. December

- a. Hold the final General Meeting of the year.
- b. Thank the outgoing board for all their efforts during the year to make the season a success.
- c. Acknowledge with roses all attending Past Presidents.
- d. Swear in the new Officers for the upcoming year.
- e. Hand over the gavel to the new President. She will conclude the meeting.

Revised March 2025