

# LWGA Job Descriptions

## LWGA President

Technology Requirements:

Email, Word, Excel, File Mgmt

### Job Responsibilities:

- Attend Executive Committee and Board meetings as a voting member.
- Responsible for the activities of the Landings Women's Golf Association.
- Preside at all meetings of the LWGA.
- Appoint the chair of each committee and each unelected Board position.
- Appoint special tournament chairs.
- Appoint two members to serve on the Nominating Committee. In the absence of an immediate past president, she will appoint the Nominating Committee Chair.
- Per Article VII, Section 3 of the Bylaws, the LWGA President may designate additional committee chairs who may have voting privileges on the Board of Directors. She may also consolidate or eliminate committees as she deems necessary.

### Procedures and Methods Used To Accomplish Job Responsibilities:

- Provide leadership to the Board of Directors, which is responsible for setting policy.
- Guide and mediate Board actions regarding organizational priorities and governance concerns.
- Propose policies and best practices for financial planning and financial reports.
- Develop agendas for Board and Executive Committee meetings.
- Submit various reports to the LWGA Board and The Landings Club.
- Propose the creation of committees when necessary.
- Develop agenda and conduct all LWGA General Membership meetings.
- Review all minutes and publicity communications prior to their publication.
- Use the timeline below as a guide.

## **LWGA President Activity Timeline:**

### **Fall (prior to becoming President)**

- Have all Board and tournament chair appointments completed.
- Attend calendar meeting with outgoing President.
- Create organizational chart.
- Meet with incoming Vice President to review job descriptions for the Board.
- Set up following year schedule for Board and Executive Committee meetings.
- Schedule conference rooms for Board and Executive Committee meetings.
- Develop following year tournament weekly schedule with the Tournament Chair • Buy gift for outgoing LWGA President.
- Send out schedule of meetings and tournaments to incoming Board of Directors and tournament chairs.
- Meet with Special Events Chair and committee to discuss activities for the upcoming year.
- Work with current President and Treasurer to prepare budget for upcoming year.

### **December General Member Meeting (prior to becoming President)**

- Accept gavel for the following year.
- Present former President with gift from the LWGA.
- Introduce the incoming Board members.
- Ensure LWGA website/TWATL info is updated with new contacts.
- Post organizational chart on lwga.net.
- Coordinate orientation for new Board members and assistant chairs, including transition meetings with outgoing chairs.
- Write new President's message for January TWATL.

### **January (Your Year)**

- Create schedule for Board meetings in alternating months and schedule Executive Committee meetings as necessary.
- Present budget at the first Board meeting of the year.

### **March**

- Kick off the Member-Member tournament.
- Send out invitations for past presidents' luncheon about six weeks in advance (if being held in May).

### **April**

- Kick off the Together for a Cure tournament.

### **May**

- Oversee the luncheon honoring past presidents.

**June**

- Send out notification to membership seeking applications for Nominating Committee volunteers.

**July**

- Appoint two Board members to the Nominating Committee.
- In conjunction with the full Board, select four at-large Nominating Committee members from applications.

**September**

- Schedule Solheim Cup date and organize reception.

**October**

- Oversee the electronic balloting for the election of officers.
- Send out invitations to Board members and tournament chairs for the Solheim Cup.

**November**

- Kick off the Bouchillon luncheon.
- Host the Solheim Cup tournament and reception.
- Determine entertainment and member gifts for December luncheon.
- Work with outgoing chairs to conduct transition meetings with incoming chairs.
- Assist Golf Genius Chair in organizing pairings and scoring volunteers for the First Quarter if help is needed.

**December**

- Preside over year-end General Membership meeting
- Announce Most-Improved Golfer at General Membership luncheon
- Introduce Next Year's President and turn over the gavel.

## **LWGA Vice President**

Technology Requirements:

Email, Word, Excel, File Mgmt

### **Job Responsibilities:**

- Attend Executive Committee and Board meetings as a voting member.
- Serve as assistant to the President, assuming her responsibilities in the event of her absence or incapacity.
- Serve as a liaison between special tournament chairs and the Board of Directors, monitoring the planning and execution of special tournaments.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- Review job descriptions and, with the President, approve any changes as submitted by current Board members.
- Communicate with special tournament chairs (Member-Member, TFAC, Red, White & Blue, and Bouchillon) and develop a good working relationship as their liaison to the Board of Directors. Ask to be invited to their initial planning meetings and to be kept informed.
- Provide tournament updates to the Executive Committee and at Board meetings.
- Work with the Treasurer to train special tournament chairs concerning their budgets and the submission of receipts and financial records.
- Prior to the last Executive Committee meeting, update the membership book document with policy changes and submit to exec for approval.

### **In Preparation for Becoming President:**

- Review job descriptions in the fall before setting up the next year's Board.
- Meet with the Tournament Chair for next year to put together the schedule of events for Tuesday playdays.
- Obtain a gift for the outgoing President to be given at the December luncheon. Check with the LWGA Treasurer concerning funds for this gift.
- Meet with the current and new Treasurer, outgoing President, and new Vice President to begin preparation for next year's budget.
- Schedule dates for next year's Board meetings and Executive Committee meetings. Call the Club office to reserve rooms for the meetings. Send out the schedule to the new Board.
- Collect special tournament notebooks and reports from this year's tournament chairs and pass them on to next year's Vice President.

## **LWGA Treasurer**

Technology Requirements:  
Email, Quicken, Spreadsheets

### **Job Responsibilities:**

- Attend Executive Committee and Board meetings as a voting member.
- At the beginning of each year, provide the slate of LWGA officers as per the minutes of the first Board meeting to the bank.
- Attend Executive Committee meetings and Board of Director meetings as a voting member.
- Receive and disburse all funds of the Landings Women's Golf Association.
- Deposit all money in a bank and maintain an accurate record of all such funds received and disbursed by her during her tenure.
- Provide access for the President and Assistant Treasurer to view the full disclosure of all transactions within the LWGA bank account.
- In consultation with the President and appropriate board members, prepare the budget for presentation to the Board.
- Keep the Assistant Treasurer informed of all financial transactions and communicate with her monthly to reconcile bills.
- Submit financial reports at Board meetings and member meetings.
- Maintain a minimum cash balance as established by the Board.
- Present an annual financial report at the first member meeting following yearend.
- Arrange for a CPA to perform a review.
- Save financial documentation in a permanent form for at least seven years.
- File an IRS tax return annually with a copy to Georgia State.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- The slate of officers needs to be announced at the first Board meeting of the new year and recorded in the minutes.
- Go with the Secretary to the bank to update the signatures on the bank account – two signatures: Treasurer and Assistant Treasurer.
- Receive and disburse all funds of the Landings Women's Golf Association.
- Deposit all money in a bank and maintain an accurate record of all such funds received and disbursed by her during her tenure.
- Provide access for the President and Assistant Treasurer to view the full disclosure of all transactions within the LWGA bank account.
- In consultation with the President and appropriate Board members, shall prepare the budget for presentation to the Board.
- Submit financial reports at Board meetings and member meetings.
- Maintain a minimum cash balance as established by the Board.
- Save financial documentation in a permanent form for at least seven years.

## **LWGA Assistant Treasurer**

Technology Requirements:

Email, Quicken, Spreadsheets

### **Job Responsibilities:**

- Attend Executive Committee and Board meetings as a voting member.
- Maintain accurate accounting of members earnings in points spreadsheet.
- Act as assistant to the treasurer, assuming her responsibilities in the event of her absence or incapacity.
- Perform such duties as the treasurer deems appropriate.
- Collect and record sponsor checks for Together for a Cure.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

#### **Weekly:**

- Record members earnings in points spreadsheet set up by weekly playdays.
- Recommend changes in points payout depending upon budget.
- Tabulate each week's payout according to payout schedule approved by the Board.
- Update points spreadsheet with member additions/deletions as advised by the Membership Chair.

#### **Monthly:**

- Export the accumulated points report and distribute report to the President, Treasurer, webmaster, and TLC Tournament Director.
- Note: The 4th quarter points are billed against next year's LWGA budget due to the TLC billing delay of one month.
- Report total points to Board.
- Assist the Treasurer in any duties of payments, deposits, reporting and interfacing with TLC Finance, LWGA members and the bank to ensure that LWGA treasurer responsibilities are always covered by either the Treasurer or Assistant Treasurer and all bills are paid promptly.

#### **Annually:**

- Assist Treasurer in the preparation and filing of the LWGA federal and state taxes using the previous year's financial records of bank statements and Quicken transactions.
- Save all winners sheets and results for the year.
- Track sponsorship donations, with the assistance of the Treasurer, send checks to designated beneficiaries.

## **LWGA Secretary**

Technology Requirements:

Email, Word Processing, Spreadsheets

### **Job Responsibilities:**

- Attend Executive Committee meetings and Board meetings as a voting member.
- Maintain an accurate and permanent record of the meetings of the Executive Committee, Board of Directors, and member meetings of the LWGA.
- Prepare an agenda/brochure for member meetings.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- Compile a list of all Board members, their addresses, phone numbers, and email addresses.
- Construct an attendance chart and maintain a record of attendance of all Board meetings.
- Send an email to Board members seven to 10 days before a scheduled meeting reminding them of the meeting date, time, and place; request committee reports.
- Send copies of reports to Board members to review prior to the meeting.
- Record the minutes at the Executive Committee, Board of Directors, and General Membership meetings. Send a draft of the minutes to the President for approval before distribution.

Note: Meeting minutes should reflect the topics of discussion, important points raised, and results of the discussion. It is not necessary to record each speaker by name and comment. It is also helpful to keep a copy of meeting notes and reports submitted by the committee chairs, at least until the minutes have been approved.

- Email a copy of the Executive Committee meeting minutes to the Board.
- Email a copy of the Board meeting minutes to all Board members. File a copy of the final minutes into the LWGA record book.
- Post a copy of the member meeting minutes on all clubhouse LWGA bulletin boards. File a copy of the final minutes from these meetings in the LWGA record book.
- Post any proposed changes in the LWGA Bylaws and Constitution at least 30 days prior to a vote.
- Compile a list of the major motions.
- Notify LWGA President and Vice President if you are unable to attend a meeting so someone can take the minutes.
- Be responsible for any correspondence or other duties as requested by the LWGA President.
- Prepare agenda handouts for General Membership meetings.

## **LWGA Ex-Officio/Immediate Past President**

Technology Requirements:

Email, Word, Excel

### **Job Responsibilities:**

- Attend Board meetings as a voting member.
- Chair the Nominating Committee.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- Consult Article IV, the Nominations and Elections section of the LWGA Bylaws.
- Chair the Nominating Committee.
- Alert the President to appoint two Board members to the Nominating Committee.
- Once the At-Large Nominating Committee members are chosen according to the Bylaws, the Ex-Officio sets a date and communicates with the six other members of the Nominating Committee for their first meeting.

### **Before the first meeting, share the following with the Nominating Committee members:**

- Members of the Nominating Committee should not talk to possible candidates.
- All discussions at Nominating Committee meetings will be confidential and not shared outside the meeting room.
- Committee members should: review the three job descriptions (for Vice President, Secretary, and Assistant Treasurer), research potential candidates' prior experience within the LWGA, other activities, and work experience; and develop a list of names of possible, qualified candidates for the three positions.

### **At the first meeting, review the ground rules:**

- Keep in mind the mission statement: "Promoting excellence in golf and fellowship among our members."
- Remember the importance of representation from all flights.
- Remember to think about personal qualities that candidates should have, such as the ability to listen to others and to contribute as a team member.
- Think about the importance of these candidates to support LWGA Board decision-making and to represent the interests of the majority of LWGA members.
- After a thorough discussion, prioritize possible candidates.
- As Chair of the Nominating Committee, call candidates and ask if they would accept the nomination. If the first candidate listed is not willing or able to take the position, you will continue down the prioritized list set by the committee.
- When all positions are filled, the Chair of the Nominating Committee will inform the current President and Vice President of the results and contact the Publicity Chair for photos to be taken. The slate of officers should be posted online at least 30 days prior to the official election.



## **LWGA Technology Chair**

Technology Requirements:

Email, Word, Excel, File Mgmt, WordPress, Flickr, Software proficient

### **Job Responsibilities:**

- Attend Board meetings as a voting member.
- Perform other duties as assigned by the LWGA President.
- Maintain and update the website.
- Is responsible for membership communications.

### **Ongoing:**

- Ensure website is running and all pages and posts are up-to-date.
- Ensure that the Mailchimp roster is up-to-date.
- Develop data collection forms and views as needed.
- Post photos to the LWGA Flickr account as needed and set up their display on the website.
- Disseminate regular communications/e-blasts to the membership.

### **Monthly:**

- Manual backup of all tablepress tables used on the website.
- Media and file cleanup.

### **Periodic:**

- Review Google Analytics reports on website use.
- Maintain payments for: domain renewal, hosting site fees, and other related payments.
- Research improvements/enhancements for the website.
- Update website documentation.
- Maintain contracts or, licenses with webhost service and any required software.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

This job is a technical position. Hands-on experience using various software products and a working knowledge of WordPress is required.

## **LWGA Tournament Chair**

Technology Requirements:

Email, Word (Semi-Annual Scheduling Pamphlet), basic proficiency with Golf Genius

### **Job Responsibilities:**

- Attend Board meetings as a voting member.
- Serve as liaison between the Executive Committee and LWGA committees for which she is responsible (Golf Genius and Statistics).
- Select and schedule weekly tournament play in consultation with the LWGA President and The Landings Club Tournament Director.
- Make decision regarding conditions of play when necessary (see cancellations below).
- Monitor Tuesday play and provide reminders on pace of play, putting out, winter rules, and other pertinent golf issues.
- Update the online tournament schedule, the awards and break pins report, and the posting of special playday notices.
- Prepare a list of the break-pin and hole-in-one recipients for the President to announce at member meetings.
- Consult with the TLGAC tournament director to determine the most-improved player, using guidelines from the member handbook.
- Order plaques for the most-improved golfer and the outgoing President.
- Perform other duties as assigned by the LWGA President.

### **Cancellation Policy**

- Golf Genius pairings volunteers contact LWGA Tournament Chair and LWGA President if there are a significant number of cancellations on Monday.
- If 25 percent of the field cancels the game changes to Individual Stableford.
- If 50 percent of the field cancels the playday is cancelled but players have the option to play on their own.
- If weather forces a cancellation on Tuesday morning, the Golf Genius crew will announce it by 7:15 a.m. by emailing the players, the LWGA President, the TLGAC Tournament Director, and the LWGA Website Administrator.
- Golf Genius volunteers will announce/email all game changes and cancellations.

### **Luncheon Days/Scrambles**

- Discuss places to be paid and payouts with Treasurer, Assistant Treasurer, and Golf Genius Chair.
- Be in touch with the TLGAC Tournament Director regarding format and the host club pro of any special promotions (mulligans, buy a drive, etc.).
- Prepare a report with break pin and hole-in-one awards for President to announce and hand out pins at luncheon.

## **LWGA Assistant Tournament Chair**

Technology Requirements:

Email, Word, basic proficiency with Golf Genius

### **Job Responsibilities:**

- Assist Tournament Chair as needed.
- Become familiar with Golf Genius pairings and scoring procedures.
- Assume duties of Tournament Chair in her absence.
- Attend Board meetings if the Chair cannot attend and serve as her proxy. May also attend Board meetings with Chair when necessary.

## **LWGA Golf Genius Chair**

Technology Requirements:

Basic proficiency with Word, WordPress Table Updates, Golf Genius, PowerPoint

### **Job Responsibilities:**

- Attend Board meetings as a voting member.
- Responsible for all aspects of pairings and scorings.
- Maintain pairings and scoring guides.
- Maintain technology guide for members.
- Recruit and train volunteers for pairings and scoring.
- Collaborate with the Club Tournament Director for Golf Genius configuration.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods for Pairings:**

- Volunteer-of-the-week picks up paperwork from Club Office on Thursday.
- Check the LWGA website for wait list and cancellations.
- Notify wait-list players, as soon as possible, if they will be playing.
- Using Golf Genius, make necessary changes: delete cancelled players, add wait-listed players, and assign blinds or change tee-box selections as needed.
- Notify President and Tournament Chair if there are significant cancellations.
- Give updated paperwork and scorecards to the starter before play begins Tuesday morning.

### **Procedures and Methods for Scoring:**

- Review post-round play for any discrepancies or last-minute cancellations.
- Assign "post play" blinds, if necessary.
- Download leaderboard report from Golf Genius and send to TWATL to post.
- Post scores to GHIN.
- Track blinds history.

### **Cancellation Policy**

- Golf Genius pairings volunteers contact LWGA Tournament Chair and LWGA President if there are a significant number of cancellations on Monday. .
- If 25 percent of the field cancels ... GG volunteers will announce/email the change of the game to Individual Stableford.
- If 50 percent of the field cancels... GG volunteers will announce/email the game is canceled.
- If weather forces a cancellation on Tuesday morning, the GG crew will announce it by 7:15 a.m. by emailing the players, the LWGA President, the TLGAC Tournament Director, and the LWGA Website Administrator

All procedures are detailed in the Pairings Training Guide and the Scoring Training Guide that volunteers will receive

## **LWGA Statistics Chair**

Technology Requirements:  
Advanced Excel, Golf Genius

### **Job Responsibilities:**

- May attend Board meetings as a non-voting member.
- Use Golf Genius to produce quarterly dashboard showing trends, including participation by playday and member, points leader, and handicap-index analysis.
- Maintain records of LWGA member participation.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- Use Golf Genius to collect stats on LWGA play to create a quarterly dashboard report for the Board and membership.
- Offer suggestions on how to best use Golf Genius to streamline LWGA operations and reporting.

### **Quarterly Dashboard Data:**

- Points leaders.
- Participation by playday, compared to prior year.
- Tournament data: participation by tees (Course, Course/Island Combo, Island, and Skidaway).
- Top 10 golfers who played the most Tuesdays.
- Pie chart analyzing player indexes.

## **LWGA Membership Chair**

Technology Requirements:

Email, Excel, Word, File Mgmt, WordPress table updates

### **Job Responsibilities:**

- Attend board meetings as a voting member
- Meet with new members to provide LWGA orientation
- Develop a brief synopsis of each new member for the TWAL editor.
- Recruit new members, especially from New Neighbors 18, L9
- Process new membership applications and report new member's information as well as resignations to the LWGA Board, the TLC Tournament Director and the TLC accounts receivable representative
- Maintain chronological, numerical list of new and deleted members
- Oversee the "Ambassador" program. Recruit a lead person to manage the Ambassador program
- Work with Special Events Committee to plan and execute the new member reception(s)
- Contact resigning qualified members about becoming Emeritus members
- Maintain on-line membership directory on LWGA.net
- Send remembrances to members when deemed appropriate

### **Procedures and Methods used to Accomplish Job Responsibilities:**

- Conduct new member orientation and walk new member through LWGA.net, the TLC app and Golf Genius. Review registration/cancellation, schedule, break pins, points and hole-in-one payouts
- Write a brief synopsis, using interview questions developed by the TWATL editor, of each new member for the TWATL editor to include in upcoming "getting to know" new LWGA members.
- Obtain check from new member and deliver to treasurer
- Add new member data to the membership roster on the LWGA.net
- Delete resigned members from membership roster on LWGA.net
- Maintain list of emeritus members with phone numbers and emails
- Monitor LWGA membership numbers with TLC accounts receivable representative

## **Ambassador Program Responsibilities**

The "Greeter/Ambassador" role was new in 2024. It replaced the assistant membership chair.

### **Ambassador Program Manager**

- Enlist and assign volunteers to man the check-in desk each Tuesday to assist new and existing members with finding their groups for the day and answer other questions/resolve issues as needed.
- Assist with onboarding new members when needed.
- Create a google sheet for volunteer sign up.
- Work with the LWGA President to announce program and send google sign up sheet to all membership
- Ensure coverage each Tuesday throughout the year

### **Ambassador Volunteer**

- The volunteer position is a rotating role with one person taking a month of Tuesdays.
- Volunteering is open to all LWGA members.
- Volunteer will assist new and existing LWGA members with finding their groups and answer other questions/resolve issues as needed.
- Volunteers should be present one hour before the starting tee times (8am for 9am shotgun and 9:30 for the 10:30 shotgun)
- Ideal candidates would be those who know a significant number of members or anyone willing to keep track of check-in's and run around and get people together.

## **LWGA Special Events Chair**

Technology Requirements:

Email, Word Processing, Excel

### **Job Responsibilities:**

- Attend Board meetings as a voting member.
- Oversee and guide Special Events Committee in organizing and creating events that promote fellowship among members, including general luncheons and new concepts.
- Mentor committee members by involving them in all aspects of event planning and encouraging them to assume greater responsibility as the year unfolds.
- Serve as the key contact with catering for negotiating pricing with TLC for all LWGA events.
- Ensure that expenses stay within the annual budget.
- Oversee the submission of activity flyers and all pertinent information to the Website Administrator for publication on the website.
- Work closely with Tournament Chair when a social event can be added to Tuesday game.
- Invite Emeritus members to general luncheon meetings.
- Perform other duties as assigned by the LWGA President.
- Oversee seating at major luncheons
- Oversee decoration or centerpieces at major luncheons

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- Conduct meetings with committee to plan events, assign duties and engage committee members.
- Communicate regularly with committee members so each member understands her role
- and the overall objectives.
- Guide committee members on the organization of LWGA General Membership meetings and luncheons.
- Communicate proposed activities to the Board.
- Train committee members in negotiating with club house managers on events on playday buffets.
- Contact Internal Communications Chair one month before luncheon about RSVP process for luncheons so she can communicate this to her committee for those cancelling.
- For each luncheon, ask the LWGA President who she would like to have sit at her table. (Friday – prior to luncheon)
- Provide reports to the Board on participation in social activities.

### **Special Events Committee Members Job Responsibilities:**



- As a committee member, you will be assigned a clubhouse. Usually, the chair will try to assign you to your neighborhood clubhouse.
- Set up meeting with the F&B manager of your respective clubhouse, including the chair in the meeting, to discuss the menu and buffet displays for the upcoming year as well as to exchange means of communications.
- Chair will email the designated committee member a report of players and lunch attendees by Saturday before play on Tuesday. Please email the report to your F&B managers to facilitate checking off the names and Club numbers of players choosing to eat lunch.
- If you are not playing on one of your Tuesday lunch days, please notify the Chair so someone can fill in for you.
- Most important: If play is canceled or the time is changed on a day when lunch is planned, please be in touch with your F&B contact as soon as possible so necessary changes can be made.
- Work with the committee chair on any special events, lunches, etc., as needed.
- Work with committee to decorate special events, lunches etc. as needed.

## **LWGA Marketing & Publicity Chair**

Technology Requirements:

Email, Word Processing, Photography

### **Job Responsibilities:**

- Attend Board meetings as a voting member.
- Responsible for marketing programs to promote the LWGA.
- Work with Membership on strategies to attract new members.
- Responsible for LWGA articles in the TWATL.
- Responsible for other external communications regarding the LWGA.
- Perform other duties as assigned by the LWGA President.

### **Procedures and Methods For TWATL articles:**

- In December, email the LWGA Board members and tournament chairs explaining deadlines. Solicit Board members for article ideas.
- Communicate with Jerry Sandy and Pam Burgess at the TWATL and confirm deadlines.
- Develop editorial calendar, identifying subjects for articles. Work with the TFAC publicity chair, the LWGA Tournament Chair, and the chairs for LWGA special tournaments to help develop the calendar.
- LWGA articles are published on Sunday and must be received at TWATL 11 days prior (9 a.m. Wednesday) by email. If there is a need to send in article late in the day on Wednesday or by 9 a.m. Thursday, contact Jerry or Pam in advance.
- TWATL requires the typeface for submissions be 12-point Times New Roman; keep articles to no more than 500 words. Please be in touch with Jerry or Pam in advance if you would like to publish a longer article.
- Photos should be emailed separately as an attachment.
- More than one article can be sent at a time if you will be away, etc.
- After writing a draft of an article, it should be emailed to the LWGA President and subject-matter expert (if appropriate) for proofing.
- After additions and/or corrections, the President (and subject-matter expert) will email the edited document back.
- Make the changes and email the final copy to the TWATL.
- Email a copy of the final article to the Webmaster for inclusion on the website.
- Maintain a file of the editorial calendar and published articles.

## **LWGA Together for a Cure Tournament Chair**

Technology Requirements:

Email, Word, Excel, File Management

### **Job Responsibilities:**

- May attend Board meetings as a non-voting member.
- Report to LWGA Vice President.
- Supervise all subcommittee chairs/activities required to present a successful tournament.
- Develop a budget and provide the LWGA Assistant Treasurer with all invoices for approval of payment.
- Coordinate with beneficiaries and all appropriate Landings Club staffers.
- Maintain training of the Vice Chair, including her in all important meetings and correspondence.
- Present final report to the Board.
- Save all tournament documents to a flash drive for the incoming Chair.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- Appoint chairs of subcommittees as needed. The Vice Chair should understand that she will accept the position of Chair the following year.
- Work with the sponsorship chair to contact primary sponsors to ensure continued support and maintain communications throughout planning cycle.
- Maintain frequent contact with the beneficiary liaisons regarding donor letters and sponsorships and fundraising updates.
- Coordinate with the Landings Club Tournament Director on tournament details (such as courses, registration, format, rules of play, pro participation).
- Chair committee meetings, as appropriate. Include the LWGA Vice President, as she is the liaison between the committee and the LWGA Board.
- Work with the respective chairs and assist them with event planning and fundraising as needed.
- Coordinate with TFAC publicity chair to identify all PR opportunities and outlets.
- Select prizes, patronizing the pro shops whenever possible. Ensure recognition for primary sponsors.
- Keep a list of issues and challenges and make recommendations for the following year's tournament Chair.
- Evaluate the financial success of the various fundraising efforts.

## **LWGA Special Tournament Chairs**

Technology Requirements:

Email, Word, Excel, File Management

### **Job Responsibilities:**

- Organize special tournament details including, courses, format, prizes, and theme.
- Maintain communications with Vice President, who oversees special tournaments.
- Work with the Publicity Chair and special-events representative to utilize their resources to support your tournament.
- Prepare final report of budget vs. actual charges in the month of the tournament.
- Submit final report to the Vice President for Board review.
- Save all tournament documents for the incoming Chair.

### **Procedures and Methods Used To Accomplish Job Responsibilities:**

- Organize first planning meeting four months in advance and include Vice President, Marketing/Publicity Chair, and special-events representative.
- Review budget and financial reporting requirements (expense forms, etc.) with Vice President.
- Develop a publicity timeline with the Publicity Chair that covers stories in the TWATL, messaging on clubhouse screens, a flyer to post on lwga.net, and tournament day coverage of the event and winners.
- Work with special-events representative to create a menu and pricing and have special-events rep manage negotiations with The Club.
- Coordinate tournament format, rules, and conditions of play with The Landings Club Tournament Director. Identify the maximum number of golfing participants; arrange for registration; and determine special features such as use of the mulligans or drives by the pros.
- Chair meetings, as appropriate, and provide regular updates to the LWGA Vice President, as she is the liaison between the committee and the LWGA Board.
- Select prizes/tee gifts, patronizing the pro shops whenever possible. Consider recognition/gift for sponsor, if applicable.
- Report the names of luncheon attendees to Catering. Include non-golfers who will also attend, such as honored guests, the Landings Tournament Director, the Director of Golf Operations, and the club's Executive Director.
- Arrange for other photographs, as appropriate, and create shared album with LWGA internal communications.
- Maintain a list of volunteers who have supported the tournament effort.
- Write a summary with issues and challenges and make recommendations for the following year's tournament Chair.
- Complete budget-reconciliation form for the Treasurer.