

JOB DESCRIPTION

1. CLUB CAPTAIN AND PRESIDENT

FUNCTION: Ensure that the Club business is attended to efficiently and in accordance with the mission statement.

DUTIES AND RESPONSIBILITIES:

1. Chairman of the Executive Committee.
2. Ensure that the Club business is attended to promptly. Organize the Club's yearly calendar and see that all functions are properly scheduled.
3. Work with the Executive Committee to see that the needs of the Club are met.
4. Attend and preside over Club functions including the Opening-Day Luncheon, Mid-Season Luncheon and Year-End AGM.
5. Act as liaison with BCGA, CGA.
6. Oversee the every day running of the club. Work with each Committee Chairman to this end.
7. Work with the Secretary to create the agenda for all Executive and Special Club Meetings.
8. Deal with any emergency that may arise throughout the year.
9. As ex officio officer be available to attend committee meetings as necessary.
10. Act as Chairman of the Management Committee
11. Appoint Club members to the Policy Committee and any Special Committees formed and delegate any Executive Committee Member to take the Chair on his behalf
12. Call Committee Chairmen to remind them of monthly meeting.
13. Bring any inquiries from the members to the attention of the Executive Committee.
14. Ensure that annual budgets are established at the beginning of the season. Monitor the Executive Committee for financial responsibility and ensure that the financial guidelines are met, including the year's financial annual audit.
15. Represent the Club at all Memorial Services for members and friends of the Club.
16. Act in the capacity of a Signing officer for the Club.
17. At the end of each year ensure that a complete record of Club Activities and Events is filed in the Club's Archives.
17. Appoint a 3 person financial committee to audit year-end financial statements.
18. Ensure that all Club Newsletters and Notices are released on time.
19. Ensure that committees get their next year's budget request in to the Treasurer on time.
20. Have a detailed knowledge of the Club's Policy Manual to be aware of issues that have been discussed previously and is now considered as a Club policy.
21. When term is up, see that incoming member is counselled on responsibilities of the position. See that the Club's ceremonial gavel is past on to the in-coming Captain at the AGM.

TIME TABLE OF EVENTS AND DUTIES

November:

1. Together with the Secretary prepare the agenda for the first meeting of the new Executive Committee.
2. Ensure that all new Club Committee Chairmen have a copy of their Job Description and are aware of their Duties and Responsibilities.
3. Ensure that all corrections and additions will be ready for printing of the new Club Member's Manual by the end of December.

JOB DESCRIPTION

PAST CAPTAIN

FUNCTION: Carry out such duties as assigned by the Captain.

DUTIES AND RESPONSIBILITIES:

1. A member of the Executive Committee
2. Chairman of the Nominating Committee
3. Responsible to the Captain for seeing that each committee chair has a back-up in place could be a potential future committee chair.
4. Responsible to the Captain to see that each committee has an up-to-date job description on file.
5. Serve as a member of the Policy Committee.
6. Make himself available to the Captain for guidance & counsel in club matters.
7. Carry out such other duties as assigned by the Captain.
8. In October prepare a slate of nominations for each of the offices to be filled, to be presented at the Annual General Meeting.
9. Present the out-going Captain with his personalized Captain's gavel.
10. Have detailed knowledge of the Club's Policy Manual so as to be in a position when needed to offer guidance to the Captain and the Executive Committee on issues that have been discussed previously and is now considered as a Club policy.

TIME TABLE OF EVENTS AND DUTIES:

July

1. Together with the Captain, select a Nominating Committee of 4 candidates for approval by the Executive Committee at their August meeting.

September

1. Present a slate of candidates for each of the offices to be filled on or before the September meeting of the Exec. Committee.

October

1. Present to the Annual General Meeting a slate of nominations for each of the offices to be filled.

JOB DESCRIPTION

VICE-CAPTAINS

FUNCTION: Provide for the orderly and efficient operation of Club Play Days.

: Assume the duties of the Captain in his absence.

: 2nd Vice-Captain assumes the duties of the 1st Vice-Captain in his absence.

: Vice captains duties to be split between the two positions.

DUTIES AND RESPONSIBILITIES:

1. 1st Vice- Captain to Assume Captain's duties should he become ill or be away.
2. Members of the Executive committee.
3. Maintain a list of members who have become "no shows" and present same to monthly Exec. Committee meeting.
4. Keep a record of all weekly play winners.
5. Keep a record of all "Toonie Pot" receipts and expenditures.
6. Maintain record of "hole-in-one" winners, date, hole number and club used.
7. Arrange distribution of beer tickets through the STARTER at the following week after a player's "hole-in-one". Arrange for payment for Hole-In-One's.
8. Be visible and available to all members on Club Play Days.
9. When terms are up, see that incoming members are counselled on responsibilities of the position.
10. Carry out such other duties as assigned by the Captain.
11. Make yourself available to the Captain for guidance & counsel in club matters.
12. To get your next years budget request to the Treasurer on time.
13. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

Prepare for Game Day:

1. 1. Phone Handicap Committee person on Friday before Game Day and obtain previous week's LOW NET and LOW GROSS.
2. 2. Establish low net and low gross categories on a revolving basis 1st week 2nd week 17 to 22 3rd week 22 and up
3. 3. Establish previous weeks KP's after retrieving cards from Pro Shop.
4. 4. Make up envelopes with cash in them for above winners and make sure STARTER has them prior to the weeks play.
5. 5. In cooperation with the other Vice Captain, establish KP's for current week. Make up cards and be sure to have them posted on the holes on game day prior to the first start.
Front 9...3 & 8 optional 6 & 7
Back 9.15 & 17 optional 12 & 13
6. 6. Keep a record of winners, receipts and expenditures.

- 7 7 Collect Toonie Pot from Pro Shop at the end of play and keep an attendance record of “no shows” and “Lates”. Change Toonies to Dollars and purchase coin wrappers and envelopes to handle money and prizes.
- 8 8 Collect KP’s cards on game day in order to do #4 for next weeks game.
- 9 9 Arrive early on game day and stay through 2:00 P.M. when last players come off the course to give them an opportunity to express ideas or concerns to improve the Club.
- 10 10 Make a poster for last weeks K.P., Low Gross and Low Net winners and this week’s K.P. holes. Post on bulletin board prior to beginning of play.
- 11 11 Be prepared to arrange distribution of beer tickets through “STARTER” the following week after a player’s hole-in-one.
- 12 12 Collect names of “no shows” weekly and maintain a list.
- 13 13 After a person is a “no show”, phone them and find out the problem.
- 14 14 Present “no show” list to Executive Committee at monthly meeting for their review.
- 15 15 Review attendance list for those who phone in and cancel. If unusual, phone and ask if there is a problem. If a problem report it to the captain.
- 16 16 Assist in the Maintenance of a list of Tournament and Trophy winners.
- 17 17 Weekly maintenance of the Bulletin Board.
- 18 Ready golf power carts as required.
- 19 Prepare Rules Board and Display Board for the day of play prior to 1st group teeing off.

JOB DESCRIPTION

SECRETARY

FUNCTION: Keep all Club Records up to date.

DUTIES AND RESPONSIBILITIES:

1. Member of the Executive committee.
2. Keeper of the Club Records and Archives.
3. In conjunction with the Club Captain, prepare an agenda for Exec. Committee meetings.
Maintain a record of what are said and done at all meetings.
4. Prepare a copy of the minutes and review copy with the Club Captain. Send out minutes to each Exec. Committee member.
5. Keep and maintain a hard copy of all Executive Committee meetings, or on C/D.
6. Prepare a list of correspondence for every Executive Committee meeting.
7. Answer any club correspondence and type and send out any correspondence that the Captain and Executive Committee may direct.
8. Work in close harmony with members of the Executive Committee.
9. Work in close harmony with the Club Captain.
10. Keep the Club's Database up to date and work in close conjunction with the Membership Chairman, the Scheduler, Handicap Chairman and the Starter. Pass any membership changes to these four Committee Chairmen as soon as possible.
11. In conjunction with the Club Captain, prepare an agenda for the Club's AGM. Copy sufficient numbers of the previous AGM minutes for members attending the AGM. Obtain from the Treasurer his year-end report and prepare sufficient copies for the AGM.
12. To have next years budget request in to the Treasure on time.
13. When term is up, see that incoming members is counselled on responsibilities of the position.
14. Prepare an Opening Day agenda and organize the Opening Day envelope for all members.
15. Attend the New Member's luncheon and take individual picture of all new members for display on the Club's notice board.
16. Review each monthly agenda for the Executive Committee's meeting and include items that must be included, for example, the Nominating Committee's report to be received at the September meeting.
17. Prepare a list of all of the members showing who should be contacted in an emergency medical situation. Deposit this list with the pro shop staff and regularly up date the list changes. The first deposit should be made on Opening Day
18. Have a detailed knowledge of the Club's Policy Manual so as to be in a position when needed to offer guidance to the Captain and the Executive Committee on issues that have been discussed previously and is now considered a Club policy.
19. Monitor and approve all items for submission to the Club's web site and forward to the Webmaster.

20. Have a detailed knowledge of the Club's Policy Manual so as to be in a position when required to offer guidance to the Captain and the Executive Committee on issues that have been discussed previously and is now considered as a Club policy.

TIME TABLE OF EVENTS AND DUTIES

Monthly

1. At least one week before an Executive Committee meeting: conjunction with the Captain prepare an agenda
 - Prepare a list of correspondence
2. Record what are said and done at all meetings, and send out minutes prior to the next meeting date.
3. Answer any club correspondence and type and send out any correspondence as directed by the Executive Committee.
4. Pass on any membership changes to the committee heads concerned.

October

1. Prepare an agenda in conjunction with the Club Captain for the AGM.
2. Prepare copies of the minutes of the previous years AGM for distribution at the AGM.
3. Receive from the Treasurer a copy of his year-end report and prepare copies for distribution at the AGM.
4. Record the results of the election of new officers.
5. Prepare a record of what all was said and done at the AGM.

November

1. Prepare an agenda in conjunction with the Club Captain for the new Executive Committee meeting.
2. Prepare and send out to all Executive Committee Members Executive meeting minute

JOB DESCRIPTION

TREASURER

FUNCTION: Keep a continuous up to date record of the Finances of the Club.

DUTIES AND RESPONSIBILITIES:

1. A member of the Executive Committee.
2. Deposit the membership dues as they are received.
3. Deposit the "Toonie" collections and any other receipts as they are received from the Vice- Captains.
4. Keep a record of the monthly expenditures of the Club.

5. After approval from the Executive Committee, issue cheques to cover these expenditures. All cheques require two (2) signatures.
6. Present a monthly statement of the financial position of the club, showing a comparison between actual and budget for each item, for the monthly Executive Committee meeting.
7. Present an Annual Budget for the following year to the AGM, showing a comparison to the past years actual for each item on the budget.
8. Advise the Captain of any pending financial problems.
9. Retain records to support all receipts and deposits of funds received and of payments made in the year and in previous years.
10. Prepare year-end financial statements for audit committee.
11. At the beginning of each year, arrange for any signature changes for signing officers for the Club. (Captain, Treasurer, and one other signing officer).
12. When term is up, see that incoming member is counselled on the responsibilities of the position.
13. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

Monthly

1. Bank all cash and cheques received.
2. Distribute all cheques approved for payment.
3. Record all bank deposits and show source on the stub of the cheques. This is a record of all receipts and expenditures and you have a continuous balance on hand.
4. As you receive bank statements for each month, do bank reconciliation.
5. Reconcile your total membership dues received to the actual number of members times the individual fee.
6. Record the amounts you receive from the "Toonie" fund and check this amount with the records of the Vice-Captain.

September

1. Prepare a draft Budget for the following year for discussion and approval by the Executive Committee for presentation at the October AGM.
2. Recommend any financial changes and improvements that would be of benefit to the members and the Club.
3. Present year-end financial statements for audit by, audit committee.

JOB DESCRIPTION

MEMBERSHIP CHAIRMAN

FUNCTION: Maintain a current list of Active and Non-Active members of the Club.
Maintain a chronological waiting list of Senior Men wishing to join the Club.

DUTIES AND RESPONSIBILITIES:

1. A member of the Executive Committee.
2. Maintain a list of Active members. (Maximum of 150)
3. Coordinate with the Handicap Chairman regarding the addition of new members to the clubs handicap system.
4. Maintain an up-to-date "waiting list" of people wishing to become "Active members". This list to be established according to the date they applied.
5. Maintain a Non-Active members list showing those members who have submitted written declarations regarding their inability to play as an Active member.
6. Coordinate with the Treasurer, handing over membership dues as they are received.
7. Submit to the Treasurer any the Executive before hand must approve receipts recognizing that any expense greater than \$100.
8. Prepare an up-to-date membership list for publication in the annual Membership manual.
9. Submit all New & Renewal Membership forms each year to the Secretary for compiling the "Official Membership List". Notify the Secretary of any changes throughout the year.
10. Keep the keys to the Club's Post Office Box and ensure that the box is cleared on a regular basis. No less than twice per month.
11. As vacancies occur, telephone the top person on the "Waiting List" to enquire if they still are interested in playing and are available for regular Wednesday play. If so, mail them an application form along with a copy of the Guidelines for New Members. Allow three (3) weeks for reply. If that person is not available for regular play, his name, if he chooses, can be returned to the bottom of the "Waiting List".
12. Prepare for new members both a nametag and bag tag. (Click Shop Trophies on Columbia Street New Westminster.)
13. Prepare individual addressed applications for the following year's play and start distribution to members on play day by the end of August. Mail out any unclaimed applications by mid-September. Members who have not submitted renewal cheques by October 31st deadline must have their names forwarded to the Executive Committee for determination of termination. Make appropriate arrangements for collection of forms.
14. Follow policy as described in Section 3 of the Club's bylaws regarding transfer of "Active" members to the "Non-Active" member's list and visa versa. It is to be explained to the "Non-Active" members that they are still eligible for limited play. Requests to return to full active membership should be made in writing to the Secretary.
15. To get next years budget request to the Treasurer on time.

16. When term is up, see that incoming member is counselled on the responsibilities of the position.
17. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility

TIME TABLE OF EVENTS AND DUTIES:

Monthly

1. Check Club P.O. Box minimum twice monthly.
2. Up date membership lists as needed.
3. Inform Secretary, Handicap chairman and Treasurer of any membership changes.
4. Report any change in membership status to Executive Committee at their regular monthly meeting.

August

1. Prepare and distribute applications for membership renewal.

September

1. Mail out any renewal forms not distributed to members.
2. Begin to prepare membership list for inclusion in the new member's manual
3. Advise Executive Committee of any members whose membership status is unclear for the next years Club play.

October

1. Begin process of up dating memberships.

JOB DESCRIPTION

SCHEDULER

FUNCTION: Prepare a two-week (2) schedule of Club play.

DUTIES AND RESPONSIBILITIES;

1. A member of the Executive Committee.
2. Prepare the Weekly Schedule for the current week of play.
3. Prepare the Weekly Schedule for the following week.
4. Post an alphabetical list of members and their tee times for the following week on the Club Notice Board by 6:30 AM on the day of play.
5. Make changes to the schedule during the week as required.
6. Submit updated schedule to Starter Sunday night.
7. Pick up next spreadsheet on the day of play in order to prepare next weeks schedule.
8. Phone players involved if any changes are made to inform them of their tee time change.
9. Coordinate special schedules as required with Tournament Chairman.
10. Report any "No-Shows" (from Starter copy) to Vice-Captain within 24 hours of day of play. Check any No-Shows against previous two (2) spread sheets.
11. To get your next years budget request to the Treasurer on time.
10. When term is up, see that incoming member is counselled on position.
11. Study the Club's Policy Manual to have knowledge of the Club's policies paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

(See attached schedule of Duties of the Scheduler.)

JOB DESCRIPTION

STARTER

FUNCTION: Ensure the efficient operation of the Club Day Draw.

DUTIES AND RESPONSIBILITIES:

1. Take over the weekly draw from the Scheduler Sunday night.
2. Make any changes to the schedule from Monday onward on the week of play.
3. Maintain a list of assistant starters to assist him on the day of play.
4. Set up of the starters table and bulletin boards on the day of play.
5. Check off each player as they arrive for their tee time. Collect the "toonie" and Green Fee Slip and record if they will be playing the next two weeks.
6. See that players get off on time and off in foursomes.
7. Give completed check off sheet to the Scheduler before the end of the days play.
8. A member of the Executive Committee.
9. Give list of no-shows and late arrivals to the Vice-Captain on duty.
10. Maintain Club "call-in-phone".
11. Inform Country Meadows Pro Shop of number of players for that weeks play on Monday morning of the week of play.
12. To get your next years budget request into the Treasurer on time.
13. When term is up, see that incoming member is counselled on position.
14. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to the policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

WEEKLY:

1. 1. Make changes to the weekly schedule as players call in.
2. 2. Call players on stand by or whose tee off time has been changed to inform them of their new start time.
3. 3. Call assistant starters to remind them of their commitment on that week's day of play.
4. 4. Arrive at least ½ hour before start of days play.
5. 5. Pick up starter's box.
6. 6. Set up starter tables and bulletin boards.
7. 7. Set out weekly check off sheets and "Toonie" buckets.
8. 8. Give tee time schedules to Pro shop, Golf Club Starter, and assistant starters.
9. 9. Give completed check off sheet to Scheduler.
10. 10. Give "Toonie" buckets to Vice-Captain at end of shift.
11. 11. Give list of no-shows and late arrivals to Vice-Captain.
12. 12. Discuss any problems with the Vice-Captain.
13. 13. Check minutes remaining on "call-in-phone".

MONTHLY:

1. Attend the Executive Committee meeting to report weekly play.
2. Post a notice asking members to sign up for assistant starters duties.
3. Prepare a list of weekly assistant starters.

JOB DESCRIPTION

TOURNAMENT CHAIRMAN

FUNCTION: Prepare the Seasons Schedule of Tournament Play and ensure it's efficient operation.

DUTIES AND RESPONSIBILITIES:

1. A member of the Executive Committee.
2. A member of the Rules Committee.
3. Coordinate Tournament play with the Scheduler, the Starter, the Rules Chairmen, and the Vice- Captains.
4. Prepare a schedule of Tournament play.
5. Arrange play with other Clubs.
6. Arrange for Tournament prizes as required.
7. Maintain list of Tournament winners.
8. Recruit members to assist with the running of club Tournaments.
9. Prepare Score Cards in advance of Tournament play.
10. Prepare and distribute on day of play special Tournament Rules, etc. (attach rules of play for the day to score card).
11. Post Tournament "sign – up" sheets or advance notices as required.
12. Present prizes on day of play or week following as applicable.
13. Confer with Rules Chairman on every Club Tournament to see that Rules of the day are in place and a Rules Committee member is available on Tournament day for rulings.
14. To see that your budget request for next year is into the Treasurer on time.
15. When term is up, see that incoming member is counselled on the responsibilities of the position.
16. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

November

1. 1. Prepare a schedule of Tournaments for inclusion in the Club Roster.

Monthly

1. 1. At the end of each month post a list of special events for the next month.
2. 2. Prepare forms, etc. for events taking place that month.
3. 3. Meet with other Chairmen as required to assure smooth operation of all special play events.

Weekly

1. 1. Two weeks before a tournament coordinate with the Vice-Captain, Starter, Scheduler and Handicap Chairman.
 - - room and table set up
 - - Format for draw – by mixed handicaps/like handicaps/teams. etc.
 - Any special rules of play.
 - - Prizes, special colour balls, etc.
 - If score cards are to prepared before hand

Day of Play

1. 1. Arrive at least 45 minutes before the first Tee time.
2. 2. Review set up and that any special balls, prizes, trophies, etc. are on hand.
3. 3. Make sure Captain of foursome has scorecard and copy of any special rules to be followed.
4. 4. Identify Rules Committee member for days play.
5. 5. Collect scorecards at end of days play, confer with Handicap Chairman and declare winners.

JOB DESCRIPTION

RULES COMMITTEE CHAIRMAN

FUNCTION: Assess course-playing conditions.

Assist club members in knowing and playing by the rules of golf.

DUTIES AND RESPONSIBILITIES:

1. 1. Member of Executive Committee.
2. 2. Assess playing conditions throughout the regular season.
3. 3. On a regular basis, check out-of-bounds and hazard markers and advise course superintendent of remedial action to be taken.
4. 4. Advise players with notices of any irregularities, and relief to be taken.
5. 5. Advise the course superintendent of any impediments to normal play, and remedial action to be taken.
6. 6. Organize and conduct rules seminars
7. 7. Research questions on rules of play for members.
8. 8. Attend BCPGA rules seminar.
9. 9. Assign Rules Committee member to each Club tournament.
10. Confer with Tournament Chair on all Club Tournaments regarding rules and see that a member of the Rules Committee is at the Tournament.
11. To see that your next year's budget request is into the Treasurer on time.
12. When term is up, see that incoming member is counselled on position responsibilities.
13. Study the Club's Policy Manual to have knowledge of Club policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

November

1. Prepare a schedule of rules seminars for inclusion in the Club Roster.

Weekly

1. Assess playing conditions and advise players with notices of any irregularities, relief to be taken.
2. Make up weekly rules of play regarding course conditions and see that the Bulletin board is posted at the 1st tee each week and arrange to have it returned each week to upstairs storage. (Co-ordinate with the Vice-Captains).

JOB DESCRIPTION

SOCIAL COMMITTEE CHAIRMAN

FUNCTION: Give direction and leadership to the social activities of the club.

DUTIES AND RESPONSIBILITIES:

1. 1. Member of the Executive Committee.
2. 2. Make banquet arrangements for all Club major tournaments.
3. 3. Make arrangements for any other social event planned by the Executive Committee.
4. Report to Executive Committee on all Banquet arrangements as they arise
re: arrangements, menu, cost, etc.
5. Organize "Tartan Day" and any other ethnic fun time during a regular Golf Day.
6. To see that your budget request is into the Treasurer on time.
7. When term is up, see that incoming member is counselled on position responsibilities.
8. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

November

1. Arrange with the Country Meadows Golf Club a banquet schedule to coincide with our Major Tournament Schedule.

Monthly

1. Confirm banquet arrangements as required as scheduled.

JOB DESCRIPTION

HEALTH COMMITTEE CHAIRMAN

FUNCTION: Inform Executive Committee of illness to any of our members or their Spouse.

DUTIES AND RESPONSIBILITIES:

1. 1. Member of the Executive Committee.
2. 2. Maintain liaison with Club members having health problems.
3. 3. Mail out health cards to ill members.
4. 4. Represent the Club along with the captain at funerals for Club members.
5. To see that your budget request is into the Treasurer on time.
6. When term is up, see that incoming member is counselled on the responsibilities of the position.
7. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

Monthly

1. Report on the health status of members at Executive Committee meetings.

JOB DESCRIPTION

CHAIRMAN POLICY COMMITTEE

FUNCTION: Recommend Policy Revisions.

DUTIES AND RESPONSIBILITIES:

1. 1. Non-voting Member of the Executive Committee.
2. 2. Recommend revisions to Club policy as requested by the Executive Committee.
3. 3. Act as liaison with Country Meadows Golf Club Administration.
4. 4. Have a detailed knowledge of the Club's Policy Manual so as to be in a position when needed to offer guidance to the Captain and Executive Committee on issues that have been discussed previously and is now considered as a Club policy.

TIME TABLE OF EVENTS AND DUTIES;

1. 1. As requested by the Captain or the Executive Committee.

JOB DESCRIPTION

CHAIRMAN OF THE NOMINATING COMMITTEE (Past Captain)

FUNCTION: Present a list of candidates for election at the Annual General Meeting

DUTIES AND RESPONSIBILITIES;

1. Member of the Executive Committee.
2. Duty of this committee to nominate one (1) candidate for each of the offices to be filled at the Annual General Meeting.
3. Prepare a list of "back-ups" for each position on the Executive committee.
4. When term is up, see that incoming member is counselled on position and receives any recorded information on potential future Committee Chairmen.
5. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES:

Spring and Summer

1. Prepare a list of potential candidates for all committee chairmen and potential back-up members.

August

1. On or before the last Thursday of August, a Nominating committee of three (3) other members shall be appointed.

September

1. Present a list of candidates to the Executive Committee.
2. Post the Nominating Committee's report on the Club notice board two week prior to the AGM.
3. Purchase gift of "Gavel" for the outgoing Captain

October

1. Conduct the election of Officers at the AGM

JOB DESCRIPTION

CHAIRMAN CHARITY TOURNAMNENT COMMITTEE

FUNCTION: To give Direction to, Administrate and Organize the Country Meadows Senior Men's Charity Golf Tournament.

DUTIES AND RESPONSIBILITIES.

1. Member of the Executive Committee.
2. Liaison with Country Meadows re Charity Tournament.
3. Liaison with Country Meadows Ladies Club re Charity Tournament.
4. Recruit and supervise Charity Tournament Committee Chairmen.
5. Liaison with BC Prostate Cancer Research Clinic.
6. Annual review of Mini-Bio details and expectations of Charity's various sub-committees.
7. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

MINI BIO'S CHARITY POSITIONS.

(See attached)

TIME TABLE OF EVENTS AND DUTIES:

September:

1. Set date of next years Tournament.
2. Review all operations of Tournament just held.
3. Recruit Chairmen for next years Tournament.
4. Establish estimate of donation to Prostate Cancer.
5. See to the payment of all bills._

October

1. Hold first meeting of new Tournament Committee.
2. Review Job descriptions with new sub-chairmen.
3. Review Tournament Registration Forms.
4. Mail out thank-you letters. Send list of donors to B.C. Cancer Foundation for mailing out of Income Tax receipts.
5. Luncheon. (Captain, Charity Chair, Loyd McNicol) to present Dr. Marianne Sadar with the final cheque.

November

1. Make a plan to seek out new corporate donors.
2. Design a presentation brochure for solicitation of Corporation donors.

3. 3. Using last year's information make a plan to approach contributing Corporations to Continue.
4. 4. Plan what sub-committee adjustments may be necessary.
5. 5. Treasurer to start budget preparations.

January/February

1. Continue with activities to seek out Corporate donors.
2. Start work on Flag and Tee Box sales.
3. Finalize Raffle sub-committee plan for the year.
4. Computer generate the material required such as solicitation letters, entry forms
tee box sales, donations, hole-in-ones, membership donations, and thank you letters.
5. Finalize confirmation of date of event and cost of catering with Country Meadows.

March

1. 1. Encourage our own members to play and sign up early for themselves or for groups.
2. 2. Seek out local firms for cash donations or other forms of cash contributions.
3. 3. Coordinate the activities of the membership in soliciting prizes from local firms.
4. Raffle committee ready to sell tickets at planned list of Senior's golf days.
5. Entries and Registration should be ready to start accepting entries.
5. Organize team to get everyone registered quickly and in a timely manner. Review with draws and listing Chairman for best format.
6. Compile a complete list of all prizes and donations collected with complete address and phone numbers along with the members name who collected the prize or donation.
Treasurer to photocopy all cheques in preparation for tax receipts.

April

1. Start coordinating the activities of our members in soliciting prizes from firms with whom they may be familiar.

May

1. 1. Contact Ladies Club to request their help in prize and donation collecting and to participate as players.
2. All sub-committees should be in full operation and reporting progress and assistance required at monthly meetings.

June

1. 1. All committees to continue to do their jobs especially those in the sponsorship, Fund raising and prize collection.

July

1. First major push for membership donations.

August

1. Second major push for membership donations and prizes.
2. Work with Printing and signs Chairman to arrange for signage for all tee box, holes-in-one, sponsors, KP's Long drive, etc, at the event.

3. Publicity Chairman – print, radio, T.V., and other means to attract players and donations.
4. Final meeting and check list for the event.
5. Arrange for volunteers for all venues.
6. Work with committees to finalize catering, order of events, prize sorting transportation, hole positions, tables & chairs, parking check-in, room set up, pitch & putt, score keeping auctions, MC, prize displays, raffles, et.
7. Phone follow-up by phoning committee.

JOB DESCRIPTION

HANDICAP CHAIRMAN

FUNCTION: Maintain a weekly up-dated record of member's handicaps.

DUTIES AND RESPONSIBILITIES:

1. 1. A member of the Executive Committee.
2. 2. Club contact with Northern Systems.
3. 3. See to the up grade of computers to the latest version of Handicap Manager.
4. 4. Input New Members into Handicap Manger and delete members that leave.
5. 5. Up-date member's handicaps weekly.
6. 6. Maintain handicap data on non-active members.
7. 7. Monitor handicaps throughout the season to make sure that our present split in three divisions is equal and fair.
8. 8. Provide an update of member's handicaps to the Scheduler every couple of weeks so that he can post it in Tournament Manager and on our website.
9. 9. At year-end run a report to determine the Most Improved Golfer.
10. 10. Verify a player's handicap when requested.
11. 11. Change "System Configurations" as required.
12. 12. Provide assistance to new members on using the Club's handicap system.
13. 13. Provide year- end handicap data to Vice-Captains at year -end.
14. 14. To see that your budget request is into the Treasurer on time.

14. When term is up, see that incoming member is counselled on the responsibilities of the position.
15. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

TIME TABLE OF EVENTS AND DUTIES;

ANNUAL DUTIES

1. 1. Contact Northern Systems in early January to determine costs for system upgrades to Handicap Manager and Tournament Manager.
2. 2. Have the purchase cost approved at the January Executive meeting and then order the upgrade. Charge it to your personal credit card and submit the invoice to the Treasurer for payment. Send a copy of the upgraded of Tournament Manager to the Scheduler.
3. 3. Upgrade both home and the club's computer to the latest version of Handicap Manager.
4. 4. When a list of New Members is provided by the Membership Chairman, input their names, address, telephone number, e-mail address and member's number into Handicap Manager.
5. 5. When members move from the regular to the inactive list, print their Handicap Data so we will have it when they rejoin the Active list, then remove their name from the Active List.
6. 6. When players leave the club remove them from the active roster in Handicap Manager.
7. 7. Monitor the handicaps throughout the season to make sure that our present split in three divisions is equal, affording all players the same chance to win.
8. 8. Provide information to the captains on the frequency of play of all players to verify their information.
9. 9. Report on issues pertinent to the Handicap Manager to the Executive Committee.
10. 10. Upgrade Handicap Manager when upgrades are received from Northern Systems.
11. 11. Provide an update of the member's handicaps to the Scheduler every couple of weeks so that he can post it in Tournament Manager and on our website.
12. 12. Toward the end of the year, run a report to determine the most improved golfer in the club for awarding of the trophy.
13. 13. Provide assistance, particularly to new members on using our club computer to post their scores and check their handicaps.
14. 14. Keep a list of instructions available next to the club computer and make sure there is paper loaded in the printer.
15. 15. Verify a player's handicap if they are participating in an outside tournament, both by signing their card and printing out the last 20 rounds.
16. 16. Change "System Configurations" as required.
17. 17. Provide assistance to other members of the Executive as requested.

WEEKLY

1. Before Wednesday play check the cards that are in the box to make sure they have been properly entered. To do this click on "Handicap Data", then enter player's number or name. Check that they are entered for correct date, gross and adjusted scores.
2. Remove these cards from the box so that only the Wednesday cards will be there.
3. After completion of Wednesday's play go through all cards; the ones marked "Entered" need only a random check for accuracy but others not so marked should be checked to see that all scores are entered.
4. If any scores have not been entered do so at this time by clicking on "Add Round" and entering the players number or name.
5. If any scores are marked "DQ", make a note of the players, as they will not be considered for low gross or low net winners.
6. Set aside cards that only have 9 holes played for later entry into the computer.
7. Now enable the Manager's menu by clicking on "Maintenance", then click on "enable Managers Menu" enter password, click on "Yes".
8. Next is the Daily Round report for Gross Scores; Click on "Print", click on "Daily Round Report", Click on "by Gross Scores", check to make sure the date is correct and the course is correct AAA Country Meadows. Then click on "Print" for report.
9. Repeat the same procedure for the Daily Round Report for Net Score print it as well.
10. Add in any 9 hole scores by Clicking on "Add", then click on "Add Away Round Summary", Enter member # or name, highlight "9 hole round", Enter Course name "Country Meadows", enter gross & adjusted scores for the nine holes, enter rating "28.6" and slope "86" then click "Okay" to complete.
11. Now review the printout of the Gross Scores and select the best gross scores in each of the following handicap groups: 0 to 15, 16 to 20 and up Ties should be noted. These will be the gross winners.
12. Now review the printout of the Net Scores and select the # best net scores within the total club (handicap groups do not come into play for low net).

If a player has already won in the Gross Score competition, he is not considered in the Net Scores competition. You will still have net score winners but not necessarily the three best net scores.

Note: any players card that has been marked "DQ" cannot win.
13. The names of the winners of the "Low Gross" and "Low Net" competitions are provided to the Vice-Captains so they can reward the players the following week.
14. Now do a backup for your home computer; click on "files", Click on "data base Back Up", insert a blank floppy disk, click on "Floppy A", When it is completed, click on "No", unless you need a backup copy of the HM program.

15. Take the cards and reports home. Do a double check that evening and count the rounds played on the cards and match it to the rounds reported on the Low Gross or Low Net reports. The only difference will be the 9 hole rounds.