

PALO VERDE MENS GOLF ASSOCIATION

SPECIFIC DUTIES OF THE OFFICERS

ADOPTED FEBRUARY 12, 2010

SPECIFIC DUTIES OF PVMGA PRESIDENT:

A. Executive Board Meetings:

- 1. Develop the agenda for each meeting with input provided by the Executive Board members and the general membership.**
- 2. Chair Executive Board meetings.**
- 3. Follow-up on any action(s) taken by the Executive Board to insure they are implemented within the guidelines of the Association constitution and by-laws.**
- 4. Prepare and distribute information necessary to support Executive Board meetings and/or special meetings.**
- 5. Delegate responsibility to execute actions determined necessary by the Executive Board.**
- 6. Send written invitations to Past Presidents for attendance at the President's Cup luncheon.**
- 7. Invite guests for special events.**

B. COMMITTEES:

- 1. Appoint Ad Hoc committees and chairmen as deemed necessary by the Executive Board or required by the constitution and by-laws.**
- 2. Appoint special committees and chairmen for specific situations as needed.**
- 3. Appoint a nominating committee comprised of a chairman and no less than two (2) PVMGA members to recommend a slate of officers who will serve as President, Vice President, Secretary and Treasurer for the upcoming year.**
- 4. Appoint an Association member annually to represent the PVMGA on the HOA Golf Committee.**

C. GENERAL:

- 1. Provide direction and assistance to members of the Executive Board and Committee Chairmen.**
- 2. Serve as a member of the grievance committee along with the Handicap Chairman and the PV Club Pro.**
- 3. Update the Association constitution, by-laws and standing committee chairmen duties on an annual basis.**
- 4. Call special meetings in accordance with requirements set forth in the constitution and by-laws.**
- 5. Act as master-of-ceremonies at club events and the annual Christmas Dinner Dance.**

SPECIFIC DUTIES OF THE VICE-PRESIDENT

- A. The Vice-President, along with the assistance of the Tournament Chairperson the Palo Verde head Pro, shall plan the activity calendar for the coming year, and present it to the Executive Board for approval. The resulting activity calendar shall be coordinated with the CWMGA representative and the Cottonwood Head Pro.**
- B. The Vice President shall have the responsibility of arranging for a gift to be Presented to the outgoing PVMGA President in appreciation of his service.**
- C. Perform other duties as directed.**

SPECIFIC DUTIES OF SECRETARY: (revised 5/17/10)

- A. Record the discussion and decisions resulting from all regular and special meetings of the PVMGA Executive Board.**
- B. Document and disseminate meeting minutes to the Executive Board members and post a copy in the Men's locker room.**
- C. Post the Minutes of the Golf Committee in the men's locker room upon receipt from the PVMGA Golf Committee Representative.**
- D. Maintain a file of all meeting minutes and other correspondence, and provide to the succeeding Secretary to insure continuity of PVMGA decisions**
- E. Maintain the completeness and currency of the following Association documents:**
 - 1. Constitution**
 - 2. By-Laws**
 - 3. Standing Rules**
 - 4. Job Descriptions**
- F. Execute special assignments as directed by the PVMGA President.**
- G. Send sympathy cards to the family of deceased Association members, and other cards as appropriate.**
- H. Post all changes and amendments to the Constitution, By-Laws and Standing Rules.**
- I. Other duties as directed.**

SPECIFIC DUTIES OF TREASURER:

A. SATURDAY PLAY ACTIVITIES:

- 1. Establish procedures to safeguard all monies collected.**
- 2. Coordinate with the Palo Verde Pro Shop on the collection and disbursement of all Saturday tournament monies.**
- 3. Maintain an accurate account of all monies associated with Saturday Play activities.**

B. RECORD KEEPING:

- 1. Maintain a ledger of all income and expenditures associated with PVMGA activities.**
- 2. Maintain the PVMGA checkbook in an up-to-date status.**
- 3. Maintain accountability for the PVMGA Hole-In-One Club.**
 - a. Maintain a record of the names of participants and update as required as new members join.**
 - b. Post an updated list of members as required.**
 - c. Maintain a record of Hole-In-One monies collected and paid to members.**
 - d. Make payments by check to winners.**
 - e. Advise the PVMGA Executive Board when Hole-in-One Club monies are nearly depleted, and notify the membership that a new collection is required by posting on the bulletin board in PVMGA men's locker room.**
- 4. Coordinate new members with the Handicap Chairman and the PV Pro Shop.**
- 5. Collect the required membership dues and update Treasurer records as required.**

C. BANK STATEMENT REQUIREMENTS:

- 1. Balance the monthly bank statement with PVMGA records to verify the accuracy of income and expenses.**
- 2. Apply all PVMGA accrued interest and/or service charges to the Association account.**

D. PVMGA DISBURSEMENTS:

- 1. Verify accuracy of invoices for payment.**
- 2. Effect necessary payments to members or vendors.**
- 3. Maintain an accurate record of all invoices and payments from the PVMGA account by date and check number.**

E. REQUIRED MONTHLY STATEMENTS:

- 1. Prepare a monthly summary of all PVMGA financial activity for presentation at the regular Executive Board meeting.**

2. **Post an approved copy of the Treasurer's Report on the bulletin board in the men's locker room.**
3. **Generate a monthly financial statement that contains at a minimum:**
 - a. **Tournament fees collected**
 - b. **Membership fees collected**
 - c. **Hole-In-One new fees and disbursements**
 - d. **Prize monies distributed**
 - e. **All PVMGA payments – luncheons, home & home(s), AGA memberships, etc.**
 - f. **Miscellaneous income and expense items such as interest, service fees and any fines.**

F. ARIZONA GOLF ASSOCIATION:

1. **Maintain a log of all new club members, to include – name, type of membership and date of membership.**
2. **Upon receipt of annual invoice from AGA, verify correctness of member names, type of membership (regular or handicap), amount owed, and make appropriate adjustments and remit payment to AGA.**

G. SPECIAL TOURNAMENT EVENTS:

1. **Receive and record funds (member checks) collected from players or PV Pro Shop. Ensure correctness of receipts compared to number of players. Do not deposit funds in the PVMGA bank account until after completion of event.**
2. **Record all ancillary income and expenditures associated with each tournament event.**
3. **Prepare a profit and loss statement for each event for presentation to the PVMGA Executive Board.**
4. **In the event of member cancellations for an event, coordinate the selection of alternate players from sign-up roster with the Tournament Chairman.**

SPECIFIC DUTIES OF TOURNAMENT CHAIRMAN:

A. ORGANIZATION AND OPERATION OF PVMGA EVENTS:

- 1. On the day of the event, the Palo Verde Pro Shop will:**
 - a. Collect the event entrance fees from each participant.**
 - b. Distribute the pairing scorecards.**
 - c. Distribute the “closest to the pin” and “longest putt” markers.**
 - d. Collect the scorecards and markers after completion of play.**
- 2. Not later than Monday following the event, the Palo Verde Pro Shop will post the results of the tournament event and provide the Tournament Chairman the following:**
 - a. Winners of the tournament event with the payout for each winner.**
 - b. Winners of the “closest to the pin” and “longest putt” events.**
 - c. Winners of the “deuce pot”.**

B. FORMULA FOR TOURNAMENT EVENT PAY OUTS:

See Appendix A for formula calculations.

C. ORGANIZATION OF HOME & HOME TOURNAMENTS:

- 1. In concert with the Executive Board, the Tournament Chairman will determine:**
 - a. The entry fee.**
 - b. The format for the event – Two (2) Best Balls Net for each foursome is recommended.**
 - c. Event competitions (e.g., longest putts, closest to the pin, circle on the green, deuce pot, mulligans).**
 - d. Any other special considerations associated with the event.**
- 2. Coordinate the planned activities for the event with the participating Home & Home Club officers. Usually both club Tournament Chairs, and Special Events Chairs participate.**
- 3. Determine number of participants in the event from Palo Verde and Home & Home Golf Pros at the event and luncheon.**
- 4. Determine the date the notice of the event will be posted and removed from the men’s locker room bulletin board.**
- 5. In the event the number of participants exceeds the number required for the event, only those members who have paid via the Treasurer’s Box will be accepted.**
- 6. Make necessary arrangements with the Palo Verde Club Pro regarding any course events (i.e. circle on the green).**
- 7. Contact volunteers required for the event.**

D. ORGANIZATION OF NON-HOME & HOME EVENTS:

Prepare and post announcement and signup sheets for any special event at least two weeks prior to the scheduled event.

E. AWARDS, TROPHIES, PLAQUES AND OTHER HANDOUTS:

1. Purchase trophies and plaques for the Presidents Cup, Club Championship, Hole-In-One, Most Improved Player and other tournaments as directed.
3. Golf Balls to be distributed to winners of the Closest to the Pin will be provided by the PV Pro Shop. The PVMGA Treasurer will reimburse the PV Pro Shop on a case-by-case basis.

APPENDIX A

A. PROCESS FOR PAY OUT:

1. Preliminary on pay out:

- a. Calculate places to pay.
- b. Determine total dollars to pay (number of players x \$3.00)
- c. Pay 90% (total dollars x .90). Pay 100% of dollars for Presidents Cup, Club Championship and Ace of Aces final.
- d. Pay 33% of players (total players x .33). For example:

| | |
|-----------------------|---------|
| 1 st place | \$12.00 |
| 2 nd place | \$9.00 |
| 3 rd place | \$7.00 |
| 4 th place | \$6.00 |
| 5 th place | \$5.00 |
- e. Pay all ties in the top 33% of players.
- f. Try to pay as many players as possible.
- g. Log closest to the pin winners.
- h. Log longest putt winners.
- i. Record any Hole-In-One winners (by name and hole).

B. PAY OUTS:

1. The Pro Shop will pay the winners of the tournament as soon as possible upon completion:
 - a. Pro Shop chits and awards.
 - b. Cash payouts from “deuce pot”.
2. A report itemizing the payouts will be provided to the Treasurer by the PV Pro Shop for his records.

A. POSTING OF RESULTS:

- One (1) copy to the PV Pro Shop
- One (1) copy posted on the PVMGA men’s bulletin board.

- One (1) copy provided to the Publicity Chairman.
- One (1) copy for Secretary file(s).

Appendix Updated: May 2009

SPECIFIC DUTIES OF SPECIAL EVENTS CHAIRMAN:

A. ORGANIZING SPECIAL EVENTS – NON HOME & HOME (S):

1. Provide the Executive Board with preliminary plans for the event at least one month prior to the anticipated event. Plans should include: cost(s), buffet or table service, one entree or a choice of entrees, schedule of sign-up procedures, etc.
2. Coordinate anticipated event schedule and planned menu with the Sun Lakes 2 Home Owners Association Banquet Services Manager.
3. Obtain a signed contract with the Banquet Services Manager no later than three (3) weeks prior to the event. Provide the PVMGA Treasurer with a copy of the contract upon receipt.
4. Select and purchase favors for guests, if appropriate, for the event. Usually applies only if female guests are invited.
5. Arrange for refreshments for a morning event before first tee off time. Coffee is provided utilizing Palo Verde facilities, and donuts are purchased from one of the local markets.

B. SCRAMBLE LUNCHEON PROCEDURES:

1. At least three (3) weeks before the scheduled event coordinate the menu with the Banquet Services Manager and obtain a signed contract.
2. Notify the appropriate Food & Services Manager on the Thursday before the event of the anticipated number of members/guests who will be attending the luncheon. Any deviation from the anticipated number of attendees should be communicated to the appropriate Food and Services Manager on Saturday, the day of the event.

C. GUIDELINES FOR HOME & HOME EVENTS:

Three (3) weeks prior to the scheduled event, the Chairman will coordinate the planned activities for the event. Activities to include:

1. Arrange morning refreshments of coffee and donuts. Coffee is provided utilizing Palo Verde facilities, and donuts are purchased from a local market.
2. Meet with the appropriate SLHOA II Banquet Services manager and select the luncheon menu to be served, obtain a signed contract and provide the PVMGA Treasurer with a copy of the contract.
3. Decide if refreshments will be served on the course during play and if, with Board approval, beer will be provided during the luncheon.
4. When the event has been coordinated with the Home-and Home parties, notify the SL 2 HOA Banquet Manager of the arrangements.
6. Purchase required refreshments in advance of the event (e.g., Bloody Mary mix, Vodka, Coffee, Beverage Cups, Sugar, Creamer, Napkins, etc.). Solicit help from other club members as needed.

SPECIFIC DUTIES OF MAJOR EVENTS CHAIRMEN:

A. Member/Guest Tournament

1. Select and appoint committee members who will be required to:

- a. Meet with SLHOA II Banquet Manager and coordinate menus for the planned meals.**
- b. Obtain a signed contract with the SLHOA II Banquet Manager for all services provided at least three weeks prior to the tournament.**
- c. Contact donors who will provide door prizes, sponsor holes and donate funds to pay for meals.**
- d. Organize and manage the Calcutta.**
- e. Organize and manage the pari-mutuel betting.**
- f. Coordinate with Treasurer for the management of all funds collected.**
- g. Coordinate with PV Club Pro for selection of games to be played and the scoring of those games.**
- h. Set tournament dates for the next two years and place those dates on the HOA calendar.**

2. The December prior to the tournament, hold the initial meeting to begin the tournament activities.

- a. Prepare sign-up sheets with the assistance of the PV pros to insure all tournament information is included.**
- b. January prior to the tournament – with the assistance of the PV Head Pro; select gift(s) to be given to each participant on the first day.**
- c. Place sign-up sheet in the Pro-shop on the designated day and monitor the number of teams signed up to manage allowable team participation.**
- d. The first week of March prior to the tournament, notify the course Superintendent of the upcoming tournament and any special course set-up required.**
- e. One week prior to the tournament hold a committee meeting to review assignments and ensure all preparations are complete for the tournament to take place.**

3. Friday night, begin Member/Guest Tournament

- a. Serve meal.**
- b. Conduct Calcutta**
- c. Begin pari-mutuel betting**
- d. Treasurer and assigned committee members will make sure all collected funds are accounted for and secured.**

4. **Saturday morning, review all funds collected, verify all tournament costs and determine amounts available for chit payout as well as day money payout.**
 - a. **Supervise Saturday meal, door prize drawings and other issues as required.**
5. **Sunday following tournament play:**
 - a. **Supervise noon meal.**
 - b. **Coordinate door prize drawings, announcement of winners and pari-mutuel betting winnings.**
6. **Conclusion of Tournament**
 - a. **Notify PVMGA President of all donations and other gifts in order for "Thank You" letters can be written and mailed.**
 - b. **Provide PVMGA Executive Board with the final results at the scheduled April Board meeting.**
 - c. **Hold a wrap-up meeting of the committee to review the tournament organization and execution looking for possible future improvements.**

B. The Fun Day Event:

1. **Appoint a committee to assist with the event.**
2. **Select date for future Fun Day event in coordination with the Tournament Chairman.**
3. **Review selected date with the PVMGA Executive Board and insure that the date is placed in the Golf Information Calendar for the following year.**
4. **Recommend a charity for the PVMGA Executive Board to donate the funds raised by the event.**
5. **Plan the hole-by-hole games to be played and coordinate with the club professional.**
6. **Coordinate with the Publicity Chairman to make sure the event draws the necessary publicity coverage.**
7. **Work with the course superintendent to set up course configuration for the event.**
8. **Gather all equipment and supplies necessary for the event.**
9. **Coordinate event with Special Events Chairman for refreshments and other needs are available following the round of golf.**
10. **Assume all other duties necessary to make the event a success.**

C. PVMGA Annual Picnic

1. **Set the date for future year event in cooperation with the Tournament Chairman and PVMGA Executive Board.**
2. **Reserve Sisk Park one year (or more) in advance through the SLHOA II Recreation Committee and require a signed confirmation from appropriate HOA representatives.**
3. **Work with Special Events committee to determine and recommend a caterer to the Executive Board for their approval.**

4. Suggest a per person price to the Executive Board for approval.
5. Obtain a signed contract with the selected caterer for the meal no later than 3 weeks prior to the event.
6. Post a sign-up sheet in the men's locker room 3-4 weeks prior to the event with prepayment requested.
7. Solicit volunteers to run any games that may be played, i.e., putting contests, etc.
8. Solicit volunteers to find prizes to be awarded.
9. Work with Special Events committee to provide beverages, snacks and other consumable supplies.
10. Coordinate with Publicity Chairman to assure event has adequate publicity.
11. Work with PVMGA Treasurer to assure all participants have paid the proper fee.
12. Assume any other duties necessary to assure the success of the event.

B. The Annual Dinner Dance:

1. Recommend dates for the Dinner Dance to the Executive Board for the following two (2) years for their approval, and submit the dates to the Tournament Chairman for inclusion in the annual golf calendar.
2. Reserve the San Tan Ballroom through the SLHOA II Food and Beverage Banquet Services Manager and receive written a confirmation of the dates.
3. One year in advance, review and select a band, present this recommendation to the PVMGA Executive Board for approval and get a signed contract.
4. Coordinate the event with the SLHOA II Banquet Services Manager and or Food and Beverage manager to select a menu and the layout of the ballroom.
5. Submit a recommended price to the Executive Board for approval.
6. Obtain a signed contract with the appropriate Food and Beverage Manager no later than three (3) weeks prior to the event.
7. Review and determine a sign-up procedure and solicit volunteers to conduct the sign-up process.
8. Appoint sub-committees to handle specific issues such as decorations, greeters, name tags and door prizes.
9. Coordinate with the PVMGA President to set the agenda for the evening.
10. Assume any other duties that may be necessary to make the event a success.

SPECIFIC RESPONSIBILITIES OF THE HANDICAP CHAIRMAN

A. HANDICAP REPORTS:

- 1. On the 1st and 15th of each month, copies of the USGA Handicap Report and USGA Reduced Handicap Report are posted on the bulletin board in the Men's Locker Room, and at the Handicap Computer in the Golf Pro Shop. These reports are obtained from the AGA EHN (EZLinks Handicap Network) Network, and list the USGA Handicap Index and Course Handicap for all active club members. Copies of these reports are also retained by the Committee.**

B. ADDING NEW MEMBERS:

- 1. Once the Club Treasurer verifies that a new member has paid the appropriate dues, he forwards the application to the Chairman.**
- 2. The Chairman then determines if the new member is transferring from another state's association, another club within Arizona, or other clubs within Sun Lakes, and if possible his scoring record or handicap index from the previous club. If none of these apply, the new member should submit five (5) recent score cards with his application so that a handicap index can be established. This will enable his handicap to appear on the next Handicap Report posting.**
- 3. The Chairman will access the Palo Verde page of the EHN Network, click on the Member Page, and enter the new membership number and the requested data using the information on his application. This enters the new member into the Palo Verde database.**
- 4. Membership numbers, also known as local numbers, identify the member and are used to post scores. These numbers are assigned using the following protocol:
Full active members - 2000 number series;
Handicap Only – 4000 number series.
There will be times when an inactive member will reactivate to full active status. In this case his previous number will be used rather than issuing a new number.**
- 5. Once the new member is in the Palo Verde database, notify him that his application has been approved, provide him with his local number, explain the Chelsea Computer System, the Saturday Men's Day tournament schedule, and any other questions he may have. Encourage the new member to become active in the club.**

C. MAINTAINING MEMBERSHIP RECORDS:

- 1. The Chairman maintains membership records in an up-to-date status throughout the year, adding, modifying or deleting record**

- as necessary.
2. The Chairman may publish a complete membership list showing the name, spouse, address, telephone and email address of members for distribution as directed.
 3. At year's end, working with the Club Treasurer, the Chairman determines which members have not paid dues for the coming year. By December 31st at the latest, those members must be placed on inactive status to prevent their being included in the billing statement for membership dues from the AGA.

D. INTERACTION WITH PV PRO-SHOP:

1. Some Handicap Committee responsibilities have been delegated to the Palo Verde Proshop. For example, the Proshop posts all the Saturday Men's Day tournament scores, and the Committee needs to monitor that these scores are posted correctly on a continuing basis

E. PVMGA EXECUTIVE BOARD:

1. The Committee members (Chairman and Assistant Chairman) attend the monthly Palo Verde Executive Board meetings. A report on the current membership status of the club, along with and any other events, activities or news from the AGA that affect handicap activities is given at each meeting.

F. IDENTIFY THE MOST IMPROVED PLAYER:

1. On November 1st of each year, the Most Improved Player in the club is determined using the report on the AGA EHN website. (November 1 of previous year to November 1 of current year.) Coordinate with the Tournament Chairman for the purchase of a trophy to be presented at the annual Palo Verde Christmas Dinner Dance.

G. ARIZONA GOLF ASSOCIATION:

1. Sign onto the AGA website www.azgolf.org on a regular basis and review the Handicap Chairman area under Committees to review any changes that may affect Palo Verde handicap activities.

H. MAJOR CLUB TOURNAMENTS:

1. The Handicap Committee verifies that all members signed up to play in the President's Cup, the Club Championship and the Member Guest tournaments have a minimum of five (5) five postable scores in the prior twelve (12) month period. Those members not meeting this requirement must be disqualified and will not be permitted to play in the tournaments being verified.

I. ADDITIONAL CHAIRMAN RESPONSIBILITIES

1. A manual entitled *The USGA Handicap System*, is published periodically by the USGA. This manual covers in detail all

aspects of the handicap system, and should be used by the Chairman/Committee as needed.

2. In particular, the Chairman/Committee should be familiar with Section 8 of this manual, entitled *Handicap Committee Responsibilities*. It details items covered in this job description, as well as other items necessary to ensure that our club and members comply with the USGA handicap system.

SPECIFIC DUTIES OF PUBLICITY CHAIRMAN:

A. PUBLICITY:

- 1. Furnish the Sun Lakes *Splash*, by the tenth of the current month, with a news article containing the activities of the PVMGA including the names of the winners of each activity event.**
- 2. Take pictures of the winners of special tournament events and include in monthly Sun Lakes *Splash* publication(s).**
- 3. Provide an appropriate news release to other local media whenever an activity event warrants coverage beyond the Sun Lakes venue.**

B. GENERAL:

- 1. Safeguard and maintain the PVMGA camera and pass on to the Publicity Chairman's successor.**
- 2. Provide current pictures of Executive Board members and post on the PVMGA bulletin board.**
- 3. Provide a picture of the immediate PVMGA past President and have picture appropriately framed and mounted on the wall outside the men's locker room.**
- 4. Attend Executive Board Meetings to provide input and receive feedback from Board members.**

SPECIFIC DUTIES OF THE PVMGA GOLF COMMITTEE REPRESENTATIVE

A. GENERAL:

- 1. He shall make a report each month at the Executive Board meeting of the activities and discussions of the Golf Committee.**
- 2. He shall take any recommendations from the Executive Board to the Golf Committee for inclusion in their monthly agenda.**
- 3. He shall forward copies of the Golf Committee Minutes to the President, Vice-President, and Secretary of the PVMGA.**

B. Other tasks as described in the job description or as assigned by President of PVMGA.

SPECIFIC DUTIES OF THE AGA DELEGATE: (added 5/17/10)

As a member of the PVMGA Executive Board, the Delegate will keep its members current with AGA issues and decisions that may impact the PVMGA and its members.

- 1. Delegate will address with the AGA both routine matters and special circumstances that may arise that affect PVMGA.**
- 2. The AGA will provide information from time to time that will assist the Delegate in furthering amateur golf at PVMGA.**
- 3. The Delegate may coordinate an AGA Representative's visit to a club luncheon, or to conduct a Rules or Handicap presentation.**
- 4. The Delegate will represent the PVMGA at the AGA Spring and Fall meetings, and any other functions called by the AGA relating to a Delegate's responsibilities.**
- 5. Other duties as directed.**