

## **Duties of Officers of Holly Ridge Ladies Golf Association**

**President** The President shall preside at all meetings and with the help of other officers appoint such committees as necessary.

**Vice-President** The Vice-President shall preside at meetings in the absence of the President.

**Secretary** The Secretary shall keep records of all meetings. Handle any correspondence for the club, such as notice of meetings, first meeting of the year, year end meeting and any other correspondence necessary.

**Treasurer** The Treasurer shall be responsible for submitting a proposed budget for the new year which should be voted on at the first meeting of the year. Shall collect all membership dues, make deposits and pay bills for the club. She shall submit a monthly report and a year end report.

**Tournament Chairperson** The Tournament Chairperson shall be responsible for having a contest each Monday for the club. She shall post a schedule and sign up sheet on the bulletin board.

**Assistant Tournament Chairperson** The Assistant Tournament Chairperson shall handle duties of the Tournament Chairperson in her absence, and handle one tournament each month.

**Membership Committee** (Could be 2-3 people) The Membership Committee shall actively seek to get new members and provide them with names, addresses, and telephone numbers of active members when they join our club. They shall furnish new members with a copy of club schedule or yearbook.

**Social Committee** (Could be 2-3 people) The Social Committee shall handle sending flowers to members in case of hospital stay or in case of a death of an immediate family member. The amount of each is outlined in minutes of 11-19-2001. \$20.00-\$25.00 for hospital stay flowers; or \$40.00 for wreath or hospice in case of a death. This committee shall also take care of decorations for any special tournament as needed.

**WPGA Representative** The WPGA Representative shall post WPGA schedule for the year on the bulletin board and post sign up sheet for each month's tournament on bulletin board, collect money from each member and send one check for all playing to the WPGA Tournament Chairman. Shall attend annual meeting of WPGA in February or March and end of the year meeting in October.

**Publicity Chairperson** The Publicity Chairperson should report all winnings scores to the High Point Enterprise each week by e-mail or by taking a written sheet to them. They should also handle any publicity that is need for the club.

