

CWGA Committee Chair Descriptions February 11, 2023

President

The President(s) will preside at all General Meetings and all Board meetings. President(s) will appoint annually all Standing Committee Chairs and all Special Committee chairs and be an ex-officio member of all committees. President(s) will coordinate any activities with the Charbonneau Golf Club, the Men's Golf Committee, and the Country Club Manager regarding scheduling.

Vice Presidents

The Vice President(s) will automatically be the first considered for the position of President(s) for the following year. Vice President(s) will assist President(s) in the performance of duties. In the absence of President(s), the Vice President(s) will exercise all powers and discharge the duties of the President(s).

Secretary

The Secretary will keep the records of all meetings of the general membership and the Board of Directors, conduct correspondence, and issue notices as designated by the Board. She will post the minutes of each general meeting and in the absence of President(s) and Vice President(s), she will preside at all CWGA meetings.

Treasurer

The Treasurer will keep full and accurate accounts of the receipts and disbursements in books to be kept for that purpose. She will perform all duties accorded to the Office of the Treasurer, subject to control by the Board of Directors. She will be one of three empowered officers to sign checks. She will prepare a proposed budget to submit to the Board of Directors at the first meeting of the year.

Tournament Chair

The Tournament Chair is responsible for all phases of the tournaments, including meals. She will prepare a Schedule of Tournaments and present it to be President(s) for approval at the beginning of the year. She will acquaint members with correct tournament procedures. She will provide the Golf Professional and Greens Superintendent with a copy of the yearly schedule of CWGA tournaments.

Membership

Responsible for recruitment and retention activities for all new CWGA members and prospective members. Coordinates monthly winter luncheons and New Member Orientations.

Eclectic and Hole-in-One:

Provides the Eclectic cards with April 1st handicaps for players at the beginning of the season. Every week the box will be accessible for those participating in Day's Play. At the end of the season, the chairperson calculates the winners.

Club Director for CGC Board:

Elected two-year position by CWGA Board. Acts as liaison between CWGA and Charbonneau Golf Club Board and represents CWGA interests.

WIP

Coordinates CWGA golf teams to compete in Match Play with other area women's golf clubs during the season.

Communication

Communication team provides all internal CWGA communication methods such as email blasts, website notices, and alerts. Team develops, maintains, and updates the CWGA website.

Handicap

The Handicap Committee is responsible for all aspects of the World Handicapping System and the Rules of Handicapping. The Handicap Chair has been certified by the Oregon Golf Association and is obligated and committed to ensure the integrity of each Handicap Index issued.

Day's Play & Scoring

Plans for season weekly games and monthly scrambles. Interfaces with Golf Genius to maintain current member handicaps and rounds played.

OGA Director/Liaison

Represents the CWGA club and OGA. Communicates, promotes, supports and publicizes OGA activities and business to the club and CWGA activities to OGA. Attends annual OGA meetings and informs the club of important issues from these meetings.

Publicity

Writes monthly articles for the Villager Newspaper describing and promoting CWGA activities.

CGC Green/Golf Liaison

Attends monthly Charbonneau Golf and Green Committee meetings and represents CWGA in all decisions pertaining to CWGA.