

# CRWGA EXECUTIVE BOARD AND COMMITTEE CHAIRS

## SUMMARY OF RESPONSIBILITIES

### **Elected Board Members (Voting Members)**

**President:** Conducts Member meetings and Board meetings and oversees all CRWGA events and concerns. She approves and forwards all correspondence sent to the membership via the communications chair.

**Vice President:** Assists president and is the liaison board member on the Member-Member and Invitational tournament committee.

**Secretary:** Records all meeting minutes & writes a monthly article for the Leisure World News.

**Treasurer:** Handles all CRWGA money and prepares monthly financial reports. Coordinates with all event specific coordinators/treasurers re: fees/collection and expense payments.

### **Appointed Board Members (Voting Members)**

**Handicap Chair:** Attends training to be certified to manage and instruct on handicap issues.

**Rules Chair:** Attends training to be certified to instruct and update membership on current rules of golf.

**Tournament/League Play Chair:** Prepares all weekly Tuesday play activities-games, groupings, recording of scores using Golf Genius.

**Social Chair:** Secures annual room assignment for Tuesday play days as needed. Arranges helpers, orders and serves food and beverages for selected events.

**Past President:** Nominating chair & executive board mentor.

**Advertising Coordinator:** Oversees the process of obtaining and following up with advertisers and placard production. Coordinates with placard distribution team for all tournaments and designated special events.

## **Committees and Committee Chair Positions (Non-voting Members)**

**AGA State Representative:** Attends AGA meetings and updates members of AGA news/events, coordinates membership lists with AGA, Board, CAGD Rep and Hole in One Rep.

**CAGD** (Central Arizona Golf District) Representative: Organization's goal is to "Meet, Greet and Compete" with other area golfers; manages the blind draw and posts individual's winnings.

**Communications:** Forwards e-mail correspondence from the president to the membership.

**Team Play:** Plays and organizes our competitive golf events with other ladies' golf groups.

**Membership:** Welcome and provide new members with information and assign each a mentor.

**Recognition:** Takes and updates photos of all CRWGA members and posts on the bulletin board.

**Web Page:** Maintain Web Page as needed. Posts tournament applications on the website (Web posting only – not website development – training and back up support provided).

**Ringer-Birdies-Chip-Ins:** Keeps Ringer cards up to date; records monthly birdies and chip-ins and announces winners.

**Friendship:** Sends thank you, get well and sympathy cards to members.

**Hole-In-One:** Keeps record of participating women's account totals; notifies the newspaper, Pro shop & AGA of hole-in-one winners on Coyote Run.

**50/50:** Organizes and manages the 50/50 collection and drawings at select social events with monies designated for Social.

## **Chairs for Special Events (Non-voting Members)**

**Welcome Back Pizza and Spring Farewell Parties:** Social, with assistance, plans for the beginning and end of year meals.

**Joint Coyote Run Golf Christmas Gala:** With a committee, organizes and plans the annual Christmas Gala.

**Member-Member Tournament:** Organizes and plans tournament and prizes for members.

**Invitational Co-Chairs:** Decides on a theme and organizes a committee to plan the annual Invitational Tournament consisting of, but not limited to, Invitational Treasurer / Decorations / Communications Registration / Raffle / 50/50 / Golf Cart Assignment and Parking / etc.

**Battle of the Sexes/Memorial Tournament:** golfing event sponsored annually by the men to which the women are invited for a competition between the Coyote Run men and women league golfers and to acknowledge those members who have died. (Prior to 2018, it was only the Battle of the Sexes organized by the women and the men on alternate years.)

**Growing Golf:** Each member is responsible for providing beverages and snacks for their guests for the after-golf social.

**Fun Day:** End of season ladies' golf league special play day and meal. Meal planned by the Executive board and Social provides the beverages.

Created 11-2017

Updated 12-29-2025