

# 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 new members with information and may 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:** Works with League Play chair to post ringer and birdie results from Golf Genius; records chip-ins; announces winners at monthly meetings and EOY Awards.

**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 Party:** Social, with assistance, plans for the welcome back meal.

**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 in the past year.

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

Created 11-2017

Updated 4-18-2026