

SJHWGA  
2024 Board of Directors



President  
Secretary  
Treasurer  
Tournament  
Handicap  
Rules  
Membership

Cheryl Graber  
Tracy Kilpatrick  
Karen Yoshihara  
Letty Burkes  
Lori Van Hove  
Eileen Licerio  
Kim Hofer

# Major Tournaments and Committee Chairs 2024

SDGA/SDWGA Rep.

Website

Golf Genius

Starter Scheduler

Golf Genius Scorecard Validator

Club Championship

Presidents Cup

Ace of Aces

Side Pots

Ringers

Binky-Burdick Memorial

Social Committee

Eligibility for Majors

Holiday Luncheon

Home 2Home

Shirt Committee

Play Away Game Committee

Sunshine Chair

50/50 Raffle

GG Game Scoring

Barb Kowalczyk

Marci Skinner/Hilu Morabito

Letty Burkes Lori Van Hove

Karen Jones

Robin Fong/Letty Burkes

Diane Murphy-

Linda Windham

Midge Pfrenzinger/

Josie Wong

Cindy Fiorillo

Cindy Schumacher

RC Lindquist

Barb Kowalczyk-

Lori Van Hove

Holly McCabe/MK Minner

Theresa Mannen

Diane Murphy/Hilu Morabito

Joanne Test

Robin Fong/Barb Kowalczyk

D. Murphy/Hilu Morabito

Linda Windham-Barb K

Lorraine Hoon

Marina Dupuis/Mae Nikaïdo

Wendy Siegel

# Board of Director Job Descriptions

## President

The President develops Board of Director and General Meeting agendas/minutes and presides over meeting and/or other events.

- Email Board members regarding agenda items. Develops agenda and brings copies for members on Board meeting day.
- Develops GM agenda (based on Board meeting) and sends to Board for editing. Email GM agenda along with menus and any other pertinent information to all SJHWGA members. Provides attendance sign-in sheet for General Meetings.
- Coordinates with SJH Director of Special Events regarding room reservations, menu and number attending for General Meeting and other events when needed.
- Set up and maintain current email list for club correspondence.
- Email General Meeting minutes to all members for approval at next General Meeting.
- Email members about club/member news: Ace of Aces, monthly birthdays, Social

information and special events.

- Corresponds with Website Chair regarding updated information.
- Consults with Board and Committee Members.
- Maintains notebook with current By-Laws, roster and Board/General meeting information

(agendas, minutes, notes, etc.).

- Makes self readily available to all members.

Time Commitment: Approximately 12-15 hours on BOD/GM meeting months.

Non BOD/GM meeting months, approximately 4-6 hours addressing member, club, etc. issues.

## Secretary

The Secretary is responsible to take notes, transcribe proceedings of Board of Director's and General Meetings producing Minutes. The Minutes are a general

record and in the case of later doubt or dispute, they are a legally acceptable reference and guide. Define points of agreement as well as tasks assigned to members and completion.

Minutes:

- Prepare two templates, one for BOD Meeting Minutes, one for BOD General Meeting

Minutes which includes the following framework: Board Members Present; Meeting called to Order; Committee Reports, Treasurer's Report, Tournament Report, Handicap Report, Rules; Old Business; New Business; Next BOD Meeting; Meeting was Adjourned.

- The President will send an Agenda of the meeting prior to meeting date to work from. Identify Board of Director members present and not present/excused. Document time meeting called to order and time adjourned. Request from President, Minutes completion date.

The meeting notes should be transcribed and a draft distributed quickly to all Board Members for their review and approval. The BOD Meeting Minutes contain only information discussed in the meeting. Note: The General Meeting Minutes may contain post meeting information providing answer(s) to members present at GM. Email BOD members Draft of Minutes, provide a copy/paste of Minutes in email body along with attaching PDF document of Minutes. Once draft Minutes are approved, provide final to BOD once again in email, file appropriately.

Maintain Board of Directors Meeting Minutes and General Meeting Minutes Binders by adding finalized, approved meeting Minutes including handouts presented at meeting.

Time Commitment: Approximately 6-10 hours every other month for BOD and General Meetings.

## Treasurer

The Treasurer is responsible for preparing a budget for the following year, paying annual taxes to IRS and managing the SJHWGA finances by keeping a continuous up to date record of incoming and outgoing funds, following the Club's budget.

Budget:

- Prepare budget for following year using template set up for Club use.

- update budget transactions (income) to reflect membership dues paid or adjustments to

SCGA membership.

- update budget transactions to reflect expenditures and income.

Reconcile:

- Monthly reconcile bank statement with checking account.
- Monthly reconcile golf nations statement with amount deposited to checking account. Verify

correct amount for newly joined full and associate members.

- Maintain a record of all money deposited to checking account and all checks written from

checking account (checking transactions).

- Deposit into checking account, money from 50/50 raffle or any other income (such as team

shirts, Christmas luncheon money).

- Issue checks for major tournaments, Ace of Aces and Ringer payouts.
- Issue checks to reimburse members for personal money spent on social committee, printing,

decor, trophy engraving etc.

- Quarterly, issue check to SJHGC for chits.

Taxes:

- Annually pay IRS tax filing form 990N.

Time Commitment: Approximately 2-3 hours monthly, plus 6 hours annually for creating new budget and filing taxes.

## Rules Chairman

The Rules Chairman shall be an authority on the Rules issued by USGA for SJHWGA.

- Be current on any rules changes issued by USGA.
- Answer rules questions from members. If you don't know the answer, look it up in the USGA

Rules of Golf document and relay the correct answer to the member.

- update the Local Rules and Hole by Hole Rules Playing Guide on the club website.

- If course holes are changed or new holes are added, confirm new rules or rule changes with

the Director of Golf and update the Local Rules and Hole by Hole Rules Playing Guide on the website.

Time Commitment: Approximately 1 hour per month.

## Membership Chairman

The Membership Chairman processes all applications of prospective members to acquaint them with the pertinent Club Bylaws regarding initiation, tournament regulations and annual dues.

New member contacts Membership Chair via email, phone or text.

- Send potential new member the Membership Application to complete.
- Verify they have current and active GHIN, 40 or under via USGA,

On Boarding New Member:

- Send Link from Golf Nations to New Member only after verifying they have a 40 or under handicap index.

- Approve New Member in Golf Nations.
- Provide New Member the following: Welcome Letter.

Navigating the Website.

Golf Genius Information including Golf Genius practice document.

Welcome Packet with flat ball markers, Pace of Play card, bag tag and Situation Card (rules).

- Contact New Member within 3 to 5 days of receiving information to answer questions. Remind them to read all documents and request a photo of themselves and short bio for our website.
- New Member's first scheduled tee time is partnered to play with BOD member. Invite all BOD Members to participate in New Member, in-person training, if available.

Provide New Member information to all Board Members and Committee Members via email who manage eligibility, website, scorecard validators, starter duties, and SCGA representative.

Membership is capped at 120 members.

- Maintain wait list for potential new members.



- Maintain, update Membership Roster and upload to website. Inform President and

Tournament Director via email of any changes.

Associates Day: Membership is responsible for coordinating two Associate Days per year.

- Invite Associates (100+) via email to play on Association Day, giving them 3.5 weeks notice,

requesting them to reply within three days if interested in playing.

- Coordinate Board Members and Committee Members able to play with Associates.
- Coordinate with Scheduling/Handicap Chair to set up tee times for Associate/Member

event.

Bulletin Board Ladies Restroom: Update monthly, birthday announcements.

Time Commitment: Approximately 8-12 hours per month. On-boarding and communication with potential new members requesting information about the club varies monthly.

## Golf Genius Scheduler/Handicap

The Handicap/Golf Genius Scheduler has two related sets of responsibilities. As Handicap Chair, the role is responsible for ensuring handicaps are accurately maintained and used in games and Tournaments in accordance with procedures of the SCGA and USGA. As Golf Genius Scheduler, the role is responsible for opening and closing sign-ups for games and fairly managing the sign-up process. Both of these roles require close coordination with the Tournament Director and other Board Members.

Golf Genius Scheduler:

Set up tee sheets/rounds in GG, 3 weeks in advance. Factors to consider which impact the tee sheets and set-up:

- Shot gun or tee times.
- Random assignments or member's choice.
- Game type (individual, partners, team).
- Number of players.
- Number of weeks of play.
- Pre-set up Starters, Board Members or others as appropriate.

- Test GG is set up correctly.
- Additional set-up needed in support of the 3 major Tournaments and other more unusual. games throughout the year.
- Others as arise.

#### Process to Close Tee Sheets/Rounds in GG:

- Email members Tuesday reminding members of Wednesday 12:00 pm cut off for cancelation.
- Consolidate tee times if cancelations occur. Move members coordinating/informing members effected as needed.
- Run and verify the GGID report.
- Update the GGID email, send email to members and verify email deliveries.
- Create and send the text message with the GGID for day of play to members.
- Verify GG is ready for play - Setting round to "In Progress" and enabling mobile scoring.

#### Other GG Responsibilities:

- Update GG Scheduler documentation.
- Verify GG posting to GHIN (requires access to and knowledge of USGA system).
- Respond to member questions regarding GG and sign ups.
- Assist members with signing up and changing tee times.

Time Commitment: Approximately 2-4 hours per week.

#### Handicap

- Maintain USGA Handicap certification.
- Respond to member questions regarding Handicaps and posting.
- Run, review USGA Handicap Monitoring Reports.
- Add/remove members from GHIN as members join or leave Club.
- Review weekly GHIN postings.
- Work with Tournament Director on Handicap related issues.

Time Commitment: Approximately 2 hours per month or 1/2 hour per week.



## Tournament Director

The Tournament Director is responsible for all club tournaments. This includes scheduling, communicating details of the game, setting up the game, scoring, communicating results of the game, paying out winnings. Several committee chairs work under the guidance of the Tournament Director to accomplish the entire tournament life cycle. Committee Chairs and other positions involved in executing Club Tournaments include:

- GG Scheduler/Tee Times (board position)
- Score Auditor & Ghin Posting Chair
- GG Game Scorer Chair (new position)
- Ace of Aces Chair
- Ringer Chair
- Major Tournament Chairs (3)
- Side Pots Chair
- Major Tournaments Eligibility Chair

The responsibilities listed below include just what the Tournament is responsible for as well as the GG Game Scorer as this is a new position and is still a work in progress. Envisioned roles/tasks for the GG Game Scorer will be denoted by\*.

Pre Game:

Approximate Time

Pre Game:	Approximate Time
Set up weekly game on GG	5 min. (existing game) - 45 minutes new game requiring testing
Set up Divisions and/or flights (as needed most games do not require a division)	20 min - 30 min
GOTW Game Description emailed to members every Monday	20 - 30 min.
Create Tournament Calendar and continually update and post to website as needed (the calendar changes about 20 times in a year)	Annual creation - 2 -3 hours Each change and posting - 30 minutes

Scorecards set up and printed as needed (approx. 8 - 10 times per year)	1 hour to set up the cards in GG. 1 hour to print, troubleshoot and cut the cards.
Set up Annual Tournament Budget. Track and update weekly.	Annual Set up 2 hours. Weekly time included in updating weekly results.
Major Tournament Eligibility Communication and updates (3 major tournaments per year)	2 months before tournament - 1 hour for initial Eligibility Report Each week leading up to the tournament 15 minutes to update eligibility report.
Update GG Banner on Canva website (banner on emails and on the GG member portal)	Once a month - approx. 15-20 minutes
Maintain Game Descriptions as needed - maybe once a year review and update	1 - 2 hours
Course changes - update course on GG, coordinate course changes with SCGA and pro shop to ensure GHHN is updated correctly with HC hole by hole	Each course change can take 2-4 hours to sort through changes.

Post Game:

Approximate Time

*Close the Game and turn off mobile scoring once scoring audit is complete	5 min
*Determine tournament places and purse for the game	15 min
*Create Flights on GG based on places and purse	30 min - 1 hour
*Update Weekly Results Spreadsheet	30 min
Post Results to Website	15 min
Calculate Quarterly Chits payment and coordinate with Treasurer and Pro-Shop to make chits available. Communicate to Club and post chits on Bulletin Board	1 hour per quarter

Set up the monthly Ace of Aces on GG. Coordinate with Monthly Ace of Aces Chair when monthly Ace data is ready	10 -15 min each month
Set up the semi-annual Ringer on GG. Coordinate with the Ringer Chair when Ringer data is prepared and ready. Requires creating a Ringer division and loading all players in the division and setting up flights for the division.	2 hours end of June and end of December

Coordination with other Chairs:

Approximate Time

Major Tournament Chairs (3 major tournaments): pre-planning meeting and then weekly review of results	1 -2 hours planning meeting and 30 minutes after each tournament game
Starter Chair – coordinate to facilitate members getting starter times to qualify for major tournaments	10-15 minutes a week for 8 weeks leading up to the Major Tournament
New Membership Chair: update GG roster and email distribution list with member changes. Post club roster to website.	15 minutes per change. Approx. one new member or dropped member per month
New member orientation and GG training – develop and update material. Assume other Board Members can deliver the orientation & training.	Initial set up – 2 hours. Now it just requires slight updates. Maybe 30 minutes a quarter.

Overall, the time required for this position varies anywhere from 1-2 hours per week to maybe 10 hours a week, when there is a major tournament that requires scorecards etc. Time really depends on the complexity of the tournament e.g. Pink/Orange ball requires setting up the foursomes, scorecard, setting up the balls, and doing blind draws after the game. Playing a simple tournament that already exists in the GG library is super simple. Course changes cause a lot of work due to coordination of changes in GG/SCGA/Pro-Shop.