

Juniper Hill Wednesday Ladies League Officer Duties

CHAIR:

- Serve as moderator for league meetings and provide supervision over the affairs of the league.
- Responsible for pairings and hole assignments for each week.
- Responsible for reporting all league news to the local newspaper and notifying members of the results.
- Responsible for maintaining records of weekly winners for purposes of year-end prizes.
- Responsible for ensuring league scores are entered into the GHIN system on a timely basis.
- Responsible for recommending committee chairs to league for vote. Committees include Audit, Nominating, Away Play, Remembrance, Juniper and Rules.

VICE-CHAIR:

- Assist Chair as requested.
- Responsible for welcoming new members and assisting with league affairs.
- Responsible for working with the Chair to learn duties so she may perform them the following season when she assumes position of Chair.

SECRETARY:

- Shall keep the official league meeting minutes.
- Shall perform all other duties as the league may assign her.

TREASURER:

- Shall keep the official financial records of the league.
- Shall have general charge of the books and accounts of the league.
- Responsible for receiving and collecting monies due to the league and depositing monies in the depository designated by the league.
- Responsible for providing written financial reports at league meetings. Her records are to be audited at the end of the calendar year by a committee appointed by the Chair.