

## Late Swinger' Officer Duties

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### **LEAGUE ADMINISTRATOR:**

- Serve as moderator for league meetings.
- Provide general supervision over the affairs of the league and its officers.
- Responsible for appointing a Secretary, Treasurer and an Audit and Nominating Committee Chair.
- Responsible for determining, in consultation with the Golf Pro, the Most Improved Golfer of the league.

### **LEAGUE NIGHT COMMITTEE CHAIR:**

- Preside over committee meetings.
- Responsible for membership forms and for compiling and distributing a membership list.
- Responsible for reporting all league news to the local newspaper and notifying members of the results.
- Responsible for establishing a point system and criteria for weekly winners.
- Responsible for determining the handicaps for each group and notifying members when they are to move from one group to another.
- Responsible for score cards to be turned in for handicaps.

### **SPECIAL EVENTS CHAIR:**

- Preside over committee meetings.
- Responsible for preparing and distributing to members a calendar of tournaments.
- Responsible for developing the format, administration and oversight of tournaments and banquet and notifying members of tournament schedule.
- Responsible for reporting the tournament scores to the Handicap Committee for posting in the GHIN system.

### **GOLF 101 COMMITTEE CHAIR:**

- Responsible for coordinating information relating to Ladies' Clinics.
- Responsible for assisting and educating Golf 101 members in golf etiquette and rules.
- Responsible for setting criteria for Golf 101 to advance to the next group.
- Responsible for overseeing the weekly rules demonstrations for Golf 101.

### **SECRETARY: (APPOINTED BY LEAGUE ADMINISTRATOR)**

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

### **TREASURER: (APPOINTED BY LEAGUE ADMINISTRATOR)**

- 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.