

# Schedule of President's Duties 2019 - 2020

2023 - 2024

2024 - 2025

## Description

| Month       | Activity               | Description  | Due Date | Status |
|-------------|------------------------|--|----------|--------|
| February    | Committee Chairpersons | When nominated, start thinking about chair people for various committees. After the election, confirm your volunteers so they can be introduced after the induction ceremony in April. Most Important is the identification of the League Game Director.         |          |        |
|             | Games Schedule         | Finalize weekly games for next year (May - April)  |          |        |
| March-April | CHGCC Advisory Board   | The president automatically becomes a member of the CHGCC General Manager's Advisory Board. Ask Prior President for the info required. Notify the Secretary of the Advisory Board.   |          |        |
|             | Luncheons              | Establish dates for luncheons and special tournaments. Notify with Club Pro and Catering Manager to Schedule events.   |          |        |
|             | Notify Club Pro        | Provide Club Pro with all regular play dates for his calendar.   |          |        |
|             | Course Closures        | Find out the scheduled course close dates from Pro Shop (these dates will change, but good to know in advance.)  |          |        |
|             | Schedule Pro           | Provide Club Pro with major tournaments where he would present winners for that event  |          |        |
|             | General Meetings       | Bylaws call for at least two general meetings per season. Make specific plans for these dates.   |          |        |
|             | Website                | Update the website with the final league game schedule.  |          |        |
|             | Chairpersons           | Secure a chairperson for each special event. Work with that person to build a committee and begin planning.  |          |        |
|             | Board Meeting          | Schedule 1 <sup>st</sup> board meeting to establish procedures, guidelines and expectations.   |          |        |
|             | Dues                   | Work with past president & treasurer to make sure dues are being collected and membership roster updated.  |          |        |
|             | Bank Account           | Discuss with Treasurer update of bank account signature cards.   |          |        |
|             |                        | Send 50/50 reminder for Ace of Aces Tournament   |          |        |
|             |                        | Update Gmail Distribution List and Roster List on Website.   |          |        |
|             | Golf Genius            | Send Wayne new members and deleted non-members for Golf Genius System  |          |        |
|             | Gmail                  | Update Gmail Distribution list based on Membership list  |          |        |
|             | Website                | Update Board Members, Welcome Letter, New Member Roster.   |          |        |
| May         | New Season             | Opening Day is the first Tuesday in May for the 12-month season. Plan an appropriate recognition of this day.  |          |        |
|             | MIP                    | Ask Most Improved Player Coordinator to pull a handicap report as of May 1 <sup>st</sup> .   |          |        |
|             | Chit Payments          | Chits for last 6 months of the previous season are due to Pro Shop by May 15 <sup>th</sup> . Past President and Treasurer should handle this; however, new president should be aware of ongoing efforts to ensure on-time payment of chits through the pro Shop. |          |        |
|             | Member Roster          | Membership Roster - Once dues are paid, post finalized roster on the website.  |          |        |

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|-------------|----------------------|--|-------------------------|--------|
| Month       | Activity             | Description  |                         |        |
|             | MIP                  | Most Improved Player Deadline - If dues not paid, member not eligible for Most Improved Player. Give final list to the Most Improved Player Coordinator.   |                         |        |
|             | CHGCC                | Advise CHGCC General Manager's Advisory board that as President of CHLGA you will represent the League on the Board. (Ileen Zavoda VP is current representative.)  |                         |        |
|             | Board Mtg            | Meet with elected and volunteer board members as a group to establish procedures, guidelines, expectations and goals   |                         |        |
|             | By Laws              | Bi-Annual By Laws Review Secretary to establish a committee to review the bylaws. Or as needed. This is done on Even Numbered Years  |                         |        |
|             | Audit                | Annual Audit Review Need to find two members to conduct Audit Auditing prior year books before handing over to new Treasurer   |                         |        |
|             | Reserve Lunch Rooms  | Reserve Dates with CHGCC Catering; Designate Chairwomen and Sign Contracts with Laura Lambert for General Membership meetings in December and April. Alternate years coordinate on contract for member Guest in March. |                         |        |
| June        | Audit                | Auditors present report to membership and post report on the website.  |                         |        |
| July        | Volunteers           | League vs. League (??) Assign Team Captains  |                         |        |
| August      | Volunteers           | Solheim Cup Date ?? Assign Team Captains   |                         |        |
|             | Volunteers           | Guys & Gals (Oct ??) Need Committee for luncheon and forms, etc.   |                         |        |
| September   |                      |  |                         |        |
| October     | Volunteers           | Annual Meeting Committee – 12/19 Need Committee for luncheon and forms etc.  |                         |        |
| November    | Verification         | Wayne at Annual Meeting Ask Wayne to be available on to report the winners of the 2 Week Ringer Challenge  |                         |        |
|             | Chits                | Chits for first 6 months of league play are due to the Pro Shop. Work with Chit Recorder and Treasurer to ensure on-time payment of chits through Pro Shop.  |                         |        |
| December    | By Laws              | Annual Meeting after 2 <sup>nd</sup> week of Ringer Challenge 1 <sup>st</sup> meeting as required by By Laws.  |                         |        |
|             | Nominating Committee | Need volunteers for Nominating committee (see Bylaws.)   |                         |        |
| January     | Member/Guest         | Need Committee, determine game, luncheon, etc. (even dated years)  | Bi-Annual               |        |
|             | Next Year Games      | Need to determine games for the following year.  |                         |        |
|             | Dues                 | Remind Members that dues are payable before end of March (see By Laws).  |                         |        |
| February    | By Laws              | Posting of Officer Nominees Electronic Communication and Posting on Website  | First Tuesday           |        |
|             | By Laws              | Additional Nominations See by laws   | 3 <sup>rd</sup> Tuesday |        |
|             | By Laws              | Election of Officers See by laws   | Last Tuesday            |        |