

CVWGC Board and Committee Job Descriptions

Job Title: President

Last Modified: 12/31/22

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Ensure efficient operation	Ensure Club operations are efficiently managed in a respectful and responsible manner. Ensure activities are in line with philosophy of Club Bylaws and Values.	Ongoing
Preside at all meetings	Notify members of monthly general meetings and monthly board meetings. Prepare meeting agendas and handouts. Serve as an ex-officio member of all committees except the Nominating Committee. Call a joint board of directors (incoming and outgoing meeting) in Fall for transfer of records and a smooth transition for the upcoming year.	Monthly
Committee and service chairs	Appoint active members to chair the following mandatory committees: Tournament, Handicap, Rules, HSTP Captain, Technology, Membership & Publicity and Nominating. Additional chairs may be appointed as needed such as, but not limited to: Invitational, Scholarship, Sunshine, Raffle, Bylaws, Tee & Ski, Home N' Home, etc.	Annually
Liaison w/other entities	Serve as a liaison/representative for CVWGC and other agencies including: Nevada State Board, NNGA, HSTP, Women Golf Clubs in Northern Nevada, Carson Valley Golf Course, etc. and facilitate communication between outside agencies and CVWGC.	Ongoing
Check signing authority	Upon election of new President and/or Treasurer check signing authority must be transferred prior to new officer(s). The Bank requires all parties to be present to sign new "authorized signature" documents. Additionally, a copy of the board minutes announcing the new officers to validate transfer is required.	January

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