



ARBUTUS RIDGE LADIES' GOLF CLUB

EXECUTIVE COMMITTEE

POSITION DESCRIPTIONS

2021

ARBUTUS RIDGE TUESDAY LADIES GOLF CLUB DUTIES

CAPTAIN

1. Facilitates the "Executive Team Management" of the Arbutus Ridge Ladies Golf Club.
2. Is familiar with the BCGA Captain's Manual which outlines the duties and responsibilities for the Ladies Club.
3. Prepares the Ladies Fixture List with the Vice Captain, Draw and Tournament Chairs
4. Prepares the Ladies Budget with the Treasurer, Draw and Tournament Chairs.
5. Schedules Executive meetings as required - prior to and regularly during the golf season.
6. Is Ex-officio on all committees so as to have smooth conduct of Club activities.
7. Determines if there is to be a theme for the year; prepares a printed Ladies Handbook and ensures the Handbook is sent to the printer at least two weeks before Opening Day.
8. In liaison with the Vice Captain, determines menus for Opening Day and the Awards Banquet.
9. Chairs Opening Day, AGM and Awards Banquet, and other luncheon meetings scheduled during the season. When possible, is present for all prize and trophy presentations.
10. In liaison with the Secretary and Executive, ensures Notice of Annual General Meeting and any Resolutions are posted three (3) weeks prior to the date of the meeting.
11. Provides the following Award winners' names and amounts to the ARGC Administration Office (Amanda) for deposit to the Credit Book accounts: Captains Trophy, Golden Plate Trophy, Pin Rounds, Birdies, Chip Ins, and Ringer Board.
12. Serves on the Nominating Committee together with the Past Captain.
13. Assists the Secretary in maintaining the Motion and Policy book.
14. In liaison with the Executive, contacts and welcomes new members and makes them familiar with the Ladies Club Activities.
15. Represents the Ladies Club in the organizing of the Club Championship or any tournament involving a Ladies flight. Consults with the Men's Captain regarding decisions and events involving both the men and lady golfers. Liaises with the Men's Captain, Golf Pro, Greens Chair to set the dates of Active and Inactive season in accordance with BCGA guidelines.
16. Attends Zone 5 District Meetings and relays information to the Executive and members (other members of the Executive can attend in lieu of the Captain). Maintains the Zone 5 Captain's Manual with updated information regarding meetings, tournaments, etc. as well as copies of the annual results of the Beat the Champ, Dorothy Olive Tournament, and Pin Round competition results as compiled by the Draw Chair. Submits the Results Forms to Zone 5
17. Responsible for maintaining the inventory of Zone 5 and District pins and ordering additional pins as necessary. Posts information sheets and posters from Zone 5 and other clubs and advises Zone 5 District of the names of the Executive Committee members and of any changes during the year.
18. Consults, along with the Men's Captain, Green's Chair, Course Superintendent and Club Pro, with the Zone 5 Course Rater if there is a change to the layout of the golf course. The Vice Captain may attend in lieu of the Captain and is empowered to vote on issues.
19. Is a member of the Members Advisory Council (MAC), attends and gives written report monthly on the Ladies Clubs activities. The Vice Captain may attend in lieu of the Captain.. Maintains the list of trophies and forwards any changes to MAC for approval
20. Submits a monthly article (when relevant) to Ridge Talk, March through to October.
21. In general, acts as Ambassador of Good Will and camaraderie among members – promoting friendly, organized and competitive golf.

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VICE CAPTAIN

In addition to the duties assigned below, is a member of the Executive Team, willing to support other members of the Executive and assist as required.

1. Is willing to accept nomination to the post of Ladies Captain in the following year.
2. Becomes familiar with all aspects of the Captain's duties and is willing to attend to the duties of the Captain in her absence.
3. In liaison with the Captain, determines menus for Opening Day and the Awards Banquet.
4. Is willing to attend Zone 5 meetings with the Captain.
5. Is familiar with the rules of golf, handicap procedures, tournament organization, weekly draws and competitions.
6. Is responsible for arranging the Interclub matches.
7. Is privy to all Ladies Committees decisions so that she will be fully prepared to assume the duties of the Ladies Captain.
8. Works with the Ladies Captain to compile the Fixture Sheet and Ladies Handbook and to prepare for Opening Day.
9. May attend Members Advisory Council meetings but has no vote unless the Captain is absent.
10. Oversees Record Keeping for Birdies, Chip-Ins and Ringer Board. Calculates winners and runners up and advises the Captain of the results/amounts for deposit to the credit books. Announces winners at the Awards Banquet.
11. When possible, is on hand for prize and trophy presentations during the season.

INTERCLUBS

1. Determines the dates for the Interclub matches with the applicable Vice Captains.
2. Posts the Interclub schedule in the Ladies Locker Room by Opening Day.
3. Determines if there is interest from the members to update Club Shirts.
4. Posts the sign-up sheets at least three weeks prior to Interclub dates and notifies the members when the sign-up sheets are posted.
5. Contacts the Vice Captain of the visiting team at least 1 week in advance of the match for the names and factors so that the AR teams can be matched as closely as possible.
6. Selects the team, notifies the team members and selects a Captain for the team.
7. Prepares the scoring sheets and scorecards for home games using current factors (usually within 2 days of the match). This can be done using the Golf Canada website.
8. Ensures all those signed up for Interclub teams are aware of the protocol etc.
9. Ensures that the Food and Beverage Manager has a table reserved for socializing after the games.
10. Facilitates teams arranging transportation to outside Interclubs.
11. Keeps record of matches and points and posts results in the Ladies Locker Room.
12. Provides a written report to Executive meetings (emailed to the Secretary prior to the meeting, when possible).
13. Prepares a written report for the Opening Meeting and Annual General Meeting (emailed to the Secretary prior to the meetings).

ARBUTUS RIDGE TUESDAY LADIES GOLF CLUB DUTIES

SECRETARY

In addition to the duties assigned below, is a member of the Executive Team, willing to support other members of the Executive and assist as required.

1. Records the Minutes of all Meetings in draft form and emails the Draft Minutes to the Executive prior to all meetings.
2. Emails the approved Minutes to the Executive if there were any amendments to the Draft copy.
3. Posts a copy of approved Minutes in the Ladies Lounge.
4. Presents any correspondence received to the Executive Committee.
5. Checks the Suggestion Box on a regular basis and before all meetings.
6. Is prepared to assist the Captain with other tasks when necessary.
7. Provides a budget to the Treasurer for purchasing cards, etc. as listed below:
 - Sends/delivers cards to seriously ill members, to members who have lost a significant other or blood relative, and if the loss is due to death – sends both a card & plant
 - Sends thank you cards as necessary.
 - Sends cards to long-standing members who have moved away.
8. Keeps official Policy Book in chronological order for Archives.
9. Posts the Notice of Meeting for the Annual General Meeting, along with any Resolutions that will be voted on at the AGM, in the Ladies Locker Room at least 21 DAYS prior to the meeting.
10. Emails the previous year's AGM minutes to all Ladies Club members two weeks prior to the AGM.
11. Places 6 copies of the previous year's AGM minutes (no reports) on the Registration table at the AGM.

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WEBMASTER

1. Maintains and updates the Ladies Club website and oversees the Ladies Google account.
2. Posts a copy of approved Minutes on the Ladies Club website
3. Posts the Ladies Club registration form on the Ladies Club website.
4. Posts the sign-up information for the Opening Meeting, weekly draws, tournaments, and the AGM and Awards Banquet on the Ladies Club website.
5. Provides a budget to the Treasurer for website costs.
6. Posts the Notice of Meeting for the Annual General Meeting, along with any Resolutions that will be voted on at the AGM, on the website at least 21 DAYS prior to the meeting.
7. Posts pictures of the seasons events on the website.

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TREASURER

In addition to the duties assigned below, is a member of the Executive Team, willing to support other members of the Executive and assist as required.

1. Is responsible for collecting Ladies Club membership fees and issuing receipts (upon request) throughout the season.
2. Organizes Opening Day process for collecting fees and issuing receipts. Co-ordinates with ARGC Administration for the Zone 5 payments.
3. Prepares the annual budget with the Captain and Executive.
4. Maintains up-to-date record of revenue and expenditures.
5. Has co-signing authority with Captain (and/or another member of the executive when necessary) at Island Savings.
6. Receives itemized expense reports (with receipts) from Committee Chairs for expenditures.
7. Issues payments for approved expenditures as well as ensuring that the ARGC Ladies account is sufficiently funded to cover Draw and Tournament awards to members accounts during the year.
8. Deposits funds as received.
9. Reconciles the bank account every month from online statements.
10. Reconciles the credit book and draw and tournament payouts with the Golf Course monthly statement.
11. Prepares a written report / financial statement for each Executive meeting (emailed to the Secretary prior to any meeting).
12. Compiles Membership list and informs the Captain in a timely manner of any changes (additions / deletions) throughout the season.
13. Prepares a written report / financial statement for presentation at the Annual General Meeting. This is emailed to the Secretary prior to the meeting for distribution at the AGM.

Note: The Bank requires that the signing authorities become shareholders of Island Savings to allow them to carry out their duties. This is a mandatory fee and cannot be waived. As the signing authorities are replaced, they will be repaid the amount they personally paid (\$5.00) by Island Savings.

ARBUTUS RIDGE TUESDAY LADIES GOLF CLUB DUTIES

RULES AND HANDICAP CHAIR

In addition to the duties assigned below, is a member of the Executive Team, willing to support other members of the Executive and assist as required.

1. Arranges Rules and Handicap Seminars for Club members. This is most beneficial at the beginning of the year and assists new members in relation to etiquette, pace of play and posting proper scores.
2. Encourages members to have an up to date Rule Book.
3. Keep members informed of any changes to the Rules Book and Local Rules.
4. Outlines Rules for Tournaments in liaison with the Tournament Chair.
5. Attends Club and Zone 5 Rules and Handicap Seminars.
6. Attends BCGA Rules and Handicap Seminars for up-dates
7. Prints report of the Handicap Reduction award from end of season of the previous year to end of season of the current year. The Player must have played 40% of our events.
8. Types record of the posting of the Most Improved Golfer and maintains on file
9. Attends Executive meetings and provides a report as necessary (emailed to the Secretary prior to the meeting).
10. Cooperates with the ARGC Handicap Committee to ensure Ladies handicaps are in order. Score cards are maintained in the bottom drawer of the desk in the Ladies Locker Room.
11. Prepares a written report for the Ladies Annual General Meeting (emailed to the Secretary prior to the AGM).

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DRAW CHAIR

In addition to the duties assigned below, is a member of the Executive Team, willing to support other members of the Executive and assist as required.

1. In liaison with the Captain and the Tournament Chair compiles the Fixture List.
2. Selects a Draw Committee to assist with the Draw Chair's responsibilities: producing the weekly draw, scoring, posting results and keeping records, Pin and Putts rounds tracking.
3. Endeavours to have a Vice Chair that you are mentoring for when you leave this position.
4. Oversees the draw and defines how the draw is to be done for the variety of game to be played. Posts sign-up sheets for each Tuesday with game and scoring explanation, advises members once the sign up sheet is posted via email and forwards the information to the webmaster.
5. Tracks the composition of the draw pairings throughout the year to ensure (if possible) that the same members do not play together too often.
6. Determines what and when the Toonie Pot will be in play. Ensures the Pro Shop is aware of what the Toonie Pot is for that week. Ensures an understanding that participation is completely voluntary. Calculates winner of the Toonie Pot and ensure funds are paid out.
7. Sets the draw for the six Pin Round Competitions according to handicap factors
8. Provides the Pro Shop with the weekly draws, posts the draw in the locker room, emails the draw (and any revisions) to the members. Retains a copy of all changes to the draw.
9. Each week posts the Tuesday winners, emails the results to the members and to the webmaster, and provides winners names and amounts to the ARGC Administration Office (Amanda) for deposit to the Credit Book accounts, in accordance with the payout method in place.
10. Stores score cards in bottom drawer of the desk in the Ladies Lounge.
11. Makes decisions with the Ladies Captain and Vice Captain regarding any necessary changes to the fixture sheet.
12. Calculates of the results of Beat the Champ, Dorothy Olive Franklin, and Pin Rounds and provides the appropriate forms to the Captain who will submit these to the Zone 5 Chair.
13. Calculates winners in relation to the Pins and Putts rounds for the Awards Banquet and provides this information to the Captain.
14. Gives an itemized account of expenditures to the Treasurer at year end.
15. Is available for all prizes and trophy presentations or have a committee representative attend.
16. Prepares a written report for Executive meetings (emailed to the Secretary prior to the meeting).
17. Appoints a representative from your committee (Vice Chair) to attend an Executive meeting if you are unable to attend.
18. Maintains an up-to-date record keeping binder. Store archival binders in Locker 94. combination 35-18-6.
19. Prepares a written report for the Annual General Meeting (emailed to the Secretary prior to the AGM).

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TOURNAMENT CHAIR

In addition to the duties assigned below, is a member of the Executive Team, willing to support other members of the Executive and assist as required.

Key responsibility: with a Committee of her choosing, the Chair will plan and organize our Tournaments: Match Play, the Golf Eclectic, the Diamond Stableford, the Senior/Super Senior Tournament, as well as any receptions or luncheons following the events.

1. In liaison with the Captain and Draw Chair, compiles the Fixture List.
2. Follows the guidelines set out in the Tournament binder when planning and organizing the Tournament events. Coordinates with the Rules and Handicap Chair when developing rules and information for each tournament and seeks advice of same when issues / disputes arise regarding the rules.
3. Organizes and chairs meetings with her committee as required.
4. Endeavours to have a Vice Chair that you are mentoring for when you leave this position.
5. Posts tournament results in the Ladies Locker Room, forwards to the webmaster for posting on the Ladies Golf Club website, and provides winner's names and amounts to the ARGC Administration Office (Amanda) for deposit to the Credit Book accounts.
6. Prepares an annual budget for award amounts and expenses for review and approval by the Captain, Treasurer and Executive.
7. Provides a written report to the Executive prior to meetings (emailed to the Secretary prior to the meetings).
8. Appoints a representative from your committee (Vice Chair) to attend an Executive meeting if you are unable to attend.
9. Attends all Tournament prize and trophy presentations or has a delegate present.
10. Maintains a binder of the year's Tournament activities and results along with copies of all posters, information sheets etc.
11. Stores score cards in bottom drawer of desk in the Ladies Lounge.
12. Arranges all engraving of trophies and plaques prior to the Awards Banquet.
13. Arranges trophy table for Awards dinner and assists in presentations.
14. Ensures trophy case is in good order.
15. Provides the Treasurer with an itemized account of expenditures at year end.
16. Prepares a written annual report for the Annual General Meeting (emailed to the Secretary prior to the AGM).

ARBUTUS RIDGE TUESDAY LADIES GOLF CLUB DUTIES

PAST CAPTAIN

In addition to the duties assigned below, is a member of the Executive Team, willing to support other members of the Executive and assist as required.

1. Attends Executive Committee Meetings to act in an advisory role.
2. Being familiar with all aspects of the Captain's duties, is willing to attend to the duties of the Captain in her absence and/or assist the Vice Captain in this capacity when necessary.
3. In liaison with the Captain, is responsible for the recruitment of members to the Executive Committee in the following year. Chairs the Nominating Committee.
4. Posts the names of ladies who agree to stand for election at least two weeks prior to the AGM.
5. In liaison with the Captain and Executive, updates the duties of the Executive positions prior to the commencement of nominating work.
6. Provides a copy of the individual duties to the new incoming Executive members.
7. Purchases the Captain's gift and presents at the AGM/Awards Banquet.
8. Liaises with ARGC General Manager for contributions to the Awards Banquet draw prizes or purchases gifts/draw prizes as necessary.