



## **Calabogie Highlands Thursday Women's League (WL) Roles & Responsibilities of the Executive**

### **Executive Members**

Consists of the following positions (see below)

Members of the executive are either elected or assumed at the closing meeting for a one or two-year term, commencing on October 1<sup>st</sup> of every 2<sup>nd</sup> year (or yearly as required)

The responsibilities of the executive will include:

- Becoming fully conversant with the roles and responsibilities of the Women's executive and their respective roles
- Becoming fully conversant with the history, mandate and activities of the Women's League (WL) and the challenges and opportunities facing the WL
- Attending meetings of the Women's executive and WL plus being well informed and prepared to address the issues to be discussed at executive meetings
- Working collectively toward the achievement of the goals of the WL
- Being a channel of communication with the members of the WL
- Facilitating collaboratively decision making by the Women's executive

### **Duties of the Past President**

- The immediate Past President is a member of the Women's Executive Committee
- Main duty is to assist the executive in the maintenance of continuity from one administration to the next and assists in smooth transition between presidents
- Has a full vote at all meetings of the Women's executive
- Acts as a consultant to the Women's executive committee
- On behalf of the WL, issues cards of condolences, illness, etc. to members
- Encourages participation in the WL and the Club
- Performs other duties as directed by the executive/president
- Term of office is from one to two years beginning immediately after the two years served as President

***Incumbent: Val Trotter***

### **Duties of the President**

- The President is a member of the Women's Executive Committee
- Sets up the Agenda for meetings of the executive in consultation with the executive and chairs the meetings
- Facilitates collaborate decision making by the executive

- Upon written request from any three (3) members of the executive, calls special meetings
- Acts as the official representative, spokesperson and signing officer (shared with Treasurer) for the WL
- Prepares report(s) as required for newsletters, etc.
- Prepares and presents an Annual Report to the Member's Association at the AGM
- Ensures that relevant information is distributed to members sufficiently in advance of the closing and/or opening meeting
- Encourages participation in the WL and the Club
- Term of office is two years beginning immediately after being elected by the members at large

*Is a member of the Members Association (MA) and must be a Club Member*

*Every other year (even years) will act as the overall President of the Members Association (MA)*

***Incumbent: Anne Hutchinson***

### **Duties of the Vice-President**

- The Vice-President is a member of the Women's Executive Committee
- Assumes the responsibilities of the President in the absence of the President
- Helps facilitate collaborative decision making by the executive
- Responsible for coordinating meal's with the club kitchen
- Contacts members and previous attendees to invite to opening meeting/luncheon
- Establishes and chairs a committee to co-ordinate the Member-Guest day
- Encourages participation in the WL and the Club
- *On an emergency basis*, automatically assumes the office of the President, if the position becomes vacant at any time during the 2-year term
- Term of office is two years beginning immediately after being elected by the members at large and may be re-elected for an additional one year term

*In the event that the President is absent will fill in for the President on the Members Association (MA) and as such, must be a Club Member*

***Incumbent: Leslie Coates***

### **Duties of the Secretary**

- The Secretary is a member of the Women's Executive Committee
- Records the proceedings of Meeting of the WL, with particular reference to where and when a meeting took place, who was in attendance, any decisions that were made and items requiring any further action
- Maintains the Minutes of Meetings and other records of the WL
- Ensures that relevant information is distributed to the WL executive sufficiently in advance of executive meetings
- Facilitates collaborate decision making by the executive
- Performs other duties as directed by the executive/president
- Encourages participation in the WL and the Club
- Term of office is two years beginning immediately after being elected by the members at large and may be re-elected for an additional one year term

***Incumbent: Susan Lomas***

### **Duties of the Treasurer**

- The Treasurer is a member of the Women's Executive Committee
- Maintains the financial records of the WL and reports said records to the executive on a regular basis and at all executive meetings
- Acts as a signing officer of the league (in consultation with President) for banking and financial purposes
- Prepares the Annual Budget for approval by the executive and presents budget at the opening meeting to the WL members
- Facilitates collaborative decision making by the executive/president
- Encourages participation in the WL and the Club
- Performs other duties as directed by the executive/president
- Term of office is two years beginning immediately after being elected by the members at large and may be re-elected for an additional one year term

***Incumbent: Peggy Keaney***

### **Duties of the Captain**

- The Women's Captain is a member of the Women's Executive Committee
- Acts as the WL representative on all occasions relating to internal and external club events
- In conjunction with the Club Captain, updates the WL of any changes through OVGA, GAO or Golf Canada including rules and handicaps
- Offers guidance in rules/etiquette where applicable
- Liaises with the Club Captain and/or rules committee with issues pertaining to rules or course conditions
- Enforces rules of golf as they relate to the WL
- Liaises with the Pro Shop providing the WL playing schedule as well as any changes to schedule
- Oversees all golf related activities and may use a team approach to assist with duties
- Oversees the following:
  - Scheduling occasional mini lessons for the WL from the Club Pro
  - Weekly playing schedule (setting up schedule, making groups, sending out weekly emails and preparing scorecards, when applicable and according to handicaps as needed.
  - Distribution of weekly and year-end prizes
  - Ryder Cup trophy event
  - WL match play
  - WL Intersectional Team(s)
  - Ringer Boards, Birdie Trees, Par, Bogie and Chip-In sheets
  - Collection of weekly scores and announcement of weekly games, tournaments and special events
  - In association with the Member's Association Handicap committee, monitor WL handicaps
- Responsible for tallying up winners for year-end prizes, organizing prizes and presenting at the closing meeting
- Makes presentation to the Executive and to the WL and delivers information at the Opening, Closing and any other meeting throughout the season
- Liaises with other clubs for potential interclub play
- Encourages participation in the WL and the Club

- In association with the Club Captain
  - Is prominent with the club throughout the year and is approachable and available to all of the members, championing their issues
  - Attends OVGA Annual General Meeting in April each year as required
- Term of office is two years beginning immediately after being elected by the members at large and may be re-elected for an additional one year term
- *Is a member of the Members Association (MA) and must be a Club Member*

***Incumbent: Sue Lanthier***

<b>Note:</b>	<i>While this outline attempts to be all encompassing, positions may evolve beyond some categories. Updates and modifications will be done as needed and when required.</i>
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