

CNWL Current Position Responsibilities

Updated 2019

In order to give a current view of Executive Board member responsibilities, *italicized comments are additions / clarifications that do not appear in the CNWL Bylaws but reflect the duties and expectations of that position.*

Executive Board: The Golf league shall be managed by the members of the Executive Board. The board shall be comprised of the offices elected by the league membership. The officers consist of the president, vice president, secretary, treasurer and past president. The Executive Board has the authority to designate co-chairs for any office. The Executive Board shall have authority to act on matters which need not be held over for a meeting of the Women's League Committee.

Terms of Office: All officers shall be elected for a two-year term. An officer can serve more than one, two-year term.

Note: Dawn Fernald was elected to her position as Vice President last year, so this position is not available.

Duties of Executive Board and Officers

Executive Board:

- Establishes teams *and schedules* for the year
- Reviews and Implements changes in policies and rules
- Serve on committees
- Recruit member volunteers to serve on committees
- Recruit members for league
- Plans banquets
- *Oversees the league's budget*

President:

1. Acts as liaison between the Golf League and Cape Neddick Country Club, other leagues and organizations
2. Coordinates and supports the efforts for all offices and volunteer members
3. Presides at all board and membership meetings
4. Responds to all inquiries regarding the Golf League
5. Coordinates the enrollment period for the golf League including distribution of enrollment materials to new members
6. Provides updated Golf League directory, rules, by-laws to all members
7. Maintains and enforces by-laws; presides over all aspects of the election.
8. *Sets the agenda for all Executive Board and Annual meetings*
9. *Oversees orientation of new Executive Board members*

Vice President:

1. Acts as an assistant to the President
2. Recruits candidates for Board positions and member volunteers for various committees
3. *Sets up annual survey, prepares results for distribution*
4. *Works with Member A-Large for Operations to create schedules*
5. *Oversees CNWL Website*
6. *Leads the Exec Board in creating teams*
7. *Liaison to CNCC for Golf Genius schedule, weekly games, etc.*
8. Publishes *Candidate openings / position descriptions* ~~the candidates~~ *for election*
9. Fills in for the President in the event that the President is unable to fulfill her duties.

10. Provides reports at Spring / Fall meetings

Secretary:

1. Takes minutes of all board and membership meetings
2. Maintain all past meeting minutes
3. *Prepares updates to CNWL website*
4. Provide reports at the Spring/Fall meetings.

Treasurer:

1. Manages the Golf League funds including all collection and distribution of funds
2. ~~Receives and~~ *Works with CNCC to accounts for all funds and makes authorized disbursements.*
3. Prepares and publishes a detailed year-end financial statement. This statement should clearly state all expenses and income.
4. Responsible for all financial records and checking account information.
5. Provides report at Spring/Fall meetings.

Member-At-Large for Operations

1. *Work with VP on team schedule and scoring;*
2. *Maintains membership Handicap list*
3. *Assists CNCC with generating weekly scorecards with updated HC*
4. *Tracks Substitute list*

Member-At-Large for Social & Media

1. *Assists Executive Board with website and banquets*
2. *Works with VP to secure member photos for photo roster*
3. *Serves as Food Service liaison (seeking feedback from membership)*
4. *Serves as CNWL Store liaison (seeking feedback from membership)*

CNWL EXECUTIVE COMMITTEE TASKS & RESPONSIBILITIES							2019
Revised 1.30. 18		Emails	Rosters	Membership	Meeting set-up	Bylaw review	Surveys
Hansen		Banquets	Rules / scorecards / scoring	Position descriptions and tasks	Financials		
TASKS	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY	AT-LARGE OPERATIONS	AT-LARGE SOCIAL & MEDIA	PAST PRESIDENT
General Tasks	Create meeting agendas, respond to membership questions and concerns; maintain relationship with Pro Shop and Club management; support Exec Comm	League schedule; banquet preparations; represent President in her absence; oversees website revisions. League photos	Facilitates the collection of membership dues; facilitate reimbursements; maintain bank accounts; provide reports	Meeting minutes; communication with membership as needed; maintain league documents. Serves as back-up to Treasurer; Updates CNWL website	Work with VP on team schedule and scoring; maintain membership Handicap list; generate weekly scorecards with updated HC	Assist VP with website; banquets; work with VP to secure member photos for photo roster ; assis	Consultation and assistance to Exec Board membership concerns and Banquet planning
January	Arrange February (by 2nd week) meeting with Senior Exec Comm (P,VP,PP) to confirm league structure and ongoing responsibilities; Review most recent roster	Prepares Annual Survey results for February Exec Board Meeting					
February	Hold February meeting with Senior Exec. Distribute Agenda, Bylaws, Annual calendar, Roles & Responsibilities for review	Present Annual Survey Results					
	Arrange meeting with Exec Committee and Head Pro (by 2nd week of March) to confirm league dates /costs / meal set-up and review annual survey.	Work with At Large for Operations to confirm League play / schedule; scoring system and scorecards for presentation at March meeting	Report on Budget at March meeting	Take minutes at March meeting and distribute draft within 72 hours. Share final minutes with VP to post to website.	Work with VP to confirm League play / schedule; scoring system and scorecards for presentation at March. Meeting		
March	Hold meeting with Exec Comm and Head Pro. Distribute Agenda, League Overview and Membership roster	Present Annual Survey Results at March meeting. Work with At-Large Social Media to update website documents (minutes, survey results, etc.)		Distribute League sign-up form and Bylaws to mailing list by March 10th. Request response and payment by May 12th. Response and payment to whom? Take minutes at March meeting and distribute to Exec Board and Pro Shop.			
April	Arrange May meeting with Exec Committee and ProShop	Remind league members to activate GHIN # prior to league		Updates website with current materials			
May	Hold Exec Comm and ProShop meeting by 2nd week in May TO Create teams and plan Opening Banquet	Begin draft league schedule in collaboration with At-Large #1. Present draft schedule at May meeting Secure updated HC list from Proshop to create teams	notes	Take minutes and distribute draft to Exec Comm within 72 hours. Share final minutes with VP to post to website.			
June		Create photo roster and post / distribute				Work with VP on photo roster	
July							
August	Call together Exec Board to plan Annual Business Meeting / Banquet	Revise annual surgery - in collaboration with Executive Committee					
September		Distribute annual survey and analyze responses					
October							
November							
December							