



WPMGC Volunteer Positions Guidelines

EXECUTIVE BOARD: OFFICERS

Additional details for each executive board position are defined in the Constitution and By-Laws.

President: The President is responsible for the entire operation of the club and shall function as the chief executive officer. The President shall appoint all committee chairmen. The President is an official member of each committee and shall participate as necessary. The President shall perform all duties that are prescribed by the Constitution or By-Laws of the club. The President hosts the January planning meeting, the three all-member meetings (Spring, Election of Officers, Fall Banquet) during the golf season and any other meeting as needed. The President's term shall be a one year term and may be reappointed by the electorate for consecutive years.

Vice President: The Vice President is responsible for assisting the President as needed throughout the year by attending the various meetings and learning the responsibilities of the President. The Vice President shall assume the duties of the President during the President's absence or disability. He shall perform such other duties that may be prescribed by the Constitution or By-Laws of the club. The Vice President is responsible for planning the annual year-end banquet. The Vice President's term shall be one year and may be reappointed by the electorate for consecutive years.

Secretary: The Secretary is responsible for keeping records of all of the activities of the club. He is responsible for the club's website which also includes all registrations, website membership roster updates, and initiation of website event sign-ups, publication of event tee times and changes to the website throughout the year. The Secretary is responsible for all communications to the existing members throughout the year. He shall perform the duties of the President in the event that both the President and Vice President are absent or impaired by disability. This position requires familiarity with Microsoft Office including Email and Internet skills.

Treasurer: The Treasurer is responsible for collecting all moneys due to the club and disbursing funds as required in payment of club obligations. Reconciles monthly bank statements and retains a permanent record of all financial transactions. The Treasurer with guidance from the President is responsible for developing the annual budget, gaining Executive Board approval and as required providing monthly updates to the President. This position requires an accounting background and a working knowledge of Excel and accounting system. The budget spreadsheet and club roster located on google drive must be updated weekly as required by bank deposits or disbursements. The fiscal year of the club shall be from November 1 to October 31.

EXECUTIVE COMMITTEE The Executive Committee consists of the Executive Board members (Officers), Board of Directors (past President) and the following Committee Chairmen.

Membership Committee Chairman: Responsible for recruiting new members to the club each year, utilizing the website's database and answering requests for information, the chairman can contact each new online applicant to qualify the new member's interest. The Membership

Chairman contacts the new members to determine interest and answer questions concerning various club activities. The Membership Chairman will notify the Executive Board and the Handicap Chairman of any new pending members. New members follow the prescribed process by submitting an application for membership to the Treasurer. The Membership Chairmen attends the new member orientation prior to the start of the season. The Membership Chairman attends all of the club's planning sessions throughout the year.

Handicap Committee Chairman: Responsible for protecting and promoting the integrity of the USGA Handicap System within the club, including appointment of the Handicap Committee members, compliance with USGA licensing requirements, transferring/establishing handicaps of new members, peer review process and score posting policy. Handicap Committee Chairman must be available to attend Executive Committee meetings throughout the year and also serves on the Competition Committee.

Tournament Chairman: Responsible for development and execution of all club outing events, including formats and rules, tournament sign-up process, bracket creation, resolution of competitive disputes, assign and manage event coordinators. Attend MCPLA Milwaukee County G.C. scheduling meeting, complete next season Whitnall event scheduling. As needed, lead Events Planning Committee – usually the President, Treasurer, and an at-large member to assist the Director with events. This position requires familiarity with Microsoft Office including Email and Internet skills.

After determining open dates, establish arrangements with other facilities to complete scheduling events. Present preliminary Master event schedule to the President
Contact previous year's coordinators; confirm their willingness to run their events again.
Establish event coordinators to run each event (coordinator and co-coordinator for each event is optimal). Assign event formats and finalize event data sheets.

The Tournament Chairman also serves on the Competition Committee and must be available to attend Executive Committee meetings throughout the year.

Club Championship Chairman and Two Man Match Play Chairman: In these positions the respective Chairmen are responsible for bracket creation and adherence to play by dates, resolution of competitive disputes and participant competitions of our club match play tournaments throughout the season (see Club match play guidelines on website). The Club Championship Tournament Chairman/Two Man Match Play Chairman will establish deadlines for all matches. Examples of duties include updating tournament brackets to our website each week, monitoring membership adherence to "play-by" dates, and assist in creation of tournament brackets. Participates in planning meetings with the Executive Committee and may work with the Secretary, Treasurer and President on bracket implementation.

NON-EXECUTIVE COMMITTEE POSITIONS

Event Coordinator: Accepts responsibility for one of the four annual Outings. The Outing Coordinator works with the Tournament Chairman and Handicap Chairman to create a competitive outing in line with the USGA guidelines. You must be able to spend a few hours per week signing up entrants, perform various tasks pertaining to the outing (see event coordinator guidelines). Produce final event format / rules documentation.

Day of event; arrive early enough to setup event
Establish winner for payout (payout process)
Provide final data to Treasurer and Whitnall (certificate process)
Send copy to Secretary for publication. Post results on bulletin board
Package all documentation and records for retention
Forward event scoring detail to Handicap Chairman

1st Team Captain and 2nd Team Captain: Appointed by the President, the captains manage their teams at MCPLA team events. See MCPLA guidelines for 1st and 2nd team. The captains are active voting members of the MCPLA, and are expected to attend monthly MCPLA meetings.

Audit Committee Member (optional): Accepts responsibility to be one of the three-member audit committee who are responsible for completing an audit of the financial books of the club annually. The audit must be completed within 60 days after the close of the year (October 31).

Handicap Committee Member: The Handicap Committee is responsible for ensuring compliance with the USGA Handicap System. The Committee is composed of a Handicap Chairman and a maximum of two other club members. Members of this committee develop and implement club policy to ensure compliance with USGA licensing requirements, resolve issues relating to player indexes, conduct periodic peer reviews of player scoring records, and educate membership about the USGA Handicap system. You may be asked to participate in a few meetings at the request of the Handicap Chairman but you are not required to attend Executive Committee meetings. This position requires familiarity with Microsoft Office including Email and Internet skills.

Webmaster: The Webmaster is responsible for all aspects of the Men's Club website including normal maintenance and any new project development. The work spans the entire year as online registration and tournament sign-up occurs prior to the start of the golf season and then throughout the golf season. Detailed working knowledge of website operations and database knowledge are required.