

## League Board of Directors

### Typical Position Descriptions

Each of WGA's five leagues has a President, Secretary, and Treasurer, as well as Membership, Social, and Scheduling Directors. The three 18-hole leagues also have Tournament and Handicap Directors. Below are the typical basic job responsibilities for these eight Board positions.

#### President

- Schedules and sets the agenda for Board of Directors meetings.
- Consults with officers and directors on their respective agenda items.
- Presides at all meetings of the Board of Directors and league membership.
- Serves as the intermediary between the WGA and the league ensuring clear communications.
- Appoints such committees as are necessary and serves as an ex-officio member of all league committees.
- Appoints the Chairs of the Standing Committees.
- Attends WGA Board meetings and reports back to the Board of Directors and league membership.

#### Secretary

- Presides in the absence of the President.
- Keeps the minutes of the league's Board of Directors' meetings.
- Is responsible for all league correspondence.

#### Treasurer

- Works closely with the WGA Treasurer to assure that money due the league is accounted for
- Reports monthly to the Board of Directors on league receipts and disbursements.
- Spends money of the league only as authorized by the Board of the Directors.
- Works closely with the Tournament and Handicap Directors in the payout of season-ending prizes.

#### Tournament Director

- With the President and Social Director compiles dates for league board meetings, luncheons, and changeover meetings in preparation for the calendar meeting typically held in November.
- Creates Divisions using first-of-the-month handicaps from the CDGA Admin access portal (<https://cdgaadmin.org/home.asp> – User Name: Wilmette; PW: 9647480).
- Circulates Divisions to all membership.
- Creates the weekly schedule of competitive events for posting to the WGA website.

- Double checks all scorecards against the CDGA hole-by-hole (HBH) Excel report. Scorecards serve as the official record of play as only the scorecards are attested by both scorekeepers.
- Processes all players' scores and reports to league membership weekly on the first and second place event winners and low putts by Division, and birdies across the field.
- Forwards HBH spreadsheet to Handicap Director for use in determining seasonal prizes.
- Signs up players for the Low Net and Match Play tournaments, sets up flights and tracks scores and first and second place winners by flight.
- Tracks weekly attendance and event winners in order to calculate seasonal prize money.
- Calculates the member with the lowest net score over four of the six Low Net Pin days as the winner of the league's low net silver pin.
- In conjunction with the President and the Handicap Director (the ad hoc golf committee) and in consultation with WGC staff determines if league play should be cancelled when rain or dangerously hot weather is forecast.

## Handicap Director

- Secures weekly HBH and summary reports emails from the Tournament Director to track birdies and Low Putts, and to determine seasonal prizes for Low Gross, Low Net, Low Putts and Ringers.
- Hands out Birdie and Low Putt prizes at luncheons
- Enters HBH scores and total putts into the seasonal spreadsheet by month.
- Sorts monthly tabs by player and copies/pastes data into individual player tabs.
- At season end, computes the winners for each prize by Division for the best eight rounds.
- Calculates the Most Improved player using the CDGA tool for this purpose.

## Membership Director

- Welcomes new members to the league, gives an overview of how the league operates and answers questions.
- Assists with registration-related questions.
- Pairs each new member with a mentor from among existing membership to help with their transition to the league and to provide guidance.

## Social Director

- Schedules league luncheons.
- Creates and sends luncheon invitations to members and tracks RSVPs and payments.
- Coordinates menu, attendance and payment with the restaurant.

## Scheduling Director

- Surveys membership monthly to identify who is playing on any given date.
- Assigns tee times to all players who are scheduled to play.
- Modifies golf groups as needed due to cancellations and/or additional players.
- Works with the Tournament Director to make proper pairings as it relates to Match Play and Low Net tournaments.
- Sends final time sheet to the WGC Pro Shop.