

League Board Positions and Responsibilities

Each of WGA's five leagues has a President, Secretary, and Treasurer, as well as Membership, Tournament, Handicap, Scheduling, and Social Directors. Some leagues have combined the responsibilities of more than one director into a single position.

Below are the typical job responsibilities for these eight Board positions.

President

- Attends the WGA Calendar Meeting (typically in November) to determine dates for specific league events.
- Schedules and sets the agenda for Board of Directors meetings.
- Consults with officers and directors regarding their agenda items.
- Presides at all meetings of the Board of Directors and league membership.
- Ensures that league information on the WGA website is accurate and timely, including the event calendar.
- Appoints committees as necessary and serves as an ex-officio member of all league committees.
- Appoints the Chairs of the Audit and Nominating 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 minutes of the league's Board of Directors meetings and membership meetings.
- Is responsible for all league correspondence assigned to her.

Treasurer

- Prepares a line-item budget for review and approval by the Board of Directors.
- Works closely with the WGA Treasurer to ensure that all league funds are properly accounted for.
- Reports monthly to the Board of Directors on league receipts and disbursements.
- Spends league funds only as authorized by the Board of the Directors.
- Works with the Tournament and Handicap Directors to facilitate payout for seasonal prizes.
- Provides the Audit Committee with documents needed to perform the annual audit.

Membership Director

- Welcomes new members to the league and provides an overview of how the league operates.
- Provides the written New Member document (see [link](#)) and answers questions.
- Assists with registration-related questions.
- Pairs each new member with an experienced member (mentor) to provide guidance as to what is expected of a member and help familiarize her with the course.
- Notifies the Scheduling Director of mentor pairings so tee times can be arranged accordingly.

Tournament Director

- With the President and Social Director, compiles dates for league board meetings, luncheons, and changeover meetings in preparation for the WGA Calendar Meeting, typically held in November.
- Creates the weekly schedule of competitive events (see [link](#)) for posting to the WGA website.
- Orders 18-Hole league scorecards as needed (Mon-Blue, Tues-Pink, Thurs-Yellow) from Mid-Central Printing, John Korzak, 847-251-4040, 1211 Wilmette Ave., Wilmette.
- Emails membership with introductory description of what is expected, including:
 - Two scorecards for each group should be kept, signed, and attested to.
 - How to turn in scorecards (drop box/ email).
 - Each member must post hole-by-hole scores on the CDGA website by end of day of play. If not, that score will not be eligible for the weekly prizes and will not count toward seasonal prizes.
- Provides the starter with materials for each event, including scorecards, event instructions, signs for longest drive/ closest to the pin, and props for special events.
- Double checks all scorecards against the CDGA Hole-by-Hole Excel report (see [link](#) for instructions on how to download the Hole-by-Hole report from CDGA). Scorecards serve as the official record of play.
- Determines weekly event winners, first and second place by division; low putts by division; and birdies/ chip-ins across the field. Emails results a day or two after day of play.
- Provides final hole-by-hole report, including putts and weekly event winners, to the Handicap Director.
- Receives handicap divisions each month from the Handicap Director.
- Match Play Tournament: manages sign-ups, creates draws, tracks rounds, and communicates progress to members, and the Scheduling Director, if applicable.
- Low Net Tournament: manages sign-ups, ensures 36 holes minimum completion, and coordinates with Scheduling Director as to participants and results, if applicable.
- Assigns six league days as “Low Net Challenge” days.
- Determines Low Net Challenge winner based on the lowest net score for four of the six designated days and reports winner to the WGA President.
- Together with the President and Handicap Director (the ad hoc Golf Committee), and in consultation with WGC staff, determines if play should be canceled due to weather and notifies membership accordingly.

Handicap Director

- Determines divisions using first-of-the-month handicaps from the WGA website (as uploaded from the CDGA) and emails these to the membership and posts the lists on the locker room bulletin board.
- Secures weekly HBH and putts reports from the Tournament Director.
- 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 winners for seasonal prizes (Low Gross, Low Net, Low Putts, and Rings) based on best eight rounds.

- Determines Most Improved winner using the USGA recommended method of computing change in handicap formula $[(\text{Starting Handicap Index} + 12) / (\text{Ending Handicap Index} + 12)]$ computed from May 1 to the last day of league play, excluding the Closing Event.

Scheduling Director

- In preparation for the season, does the following:
 - Secures a list of league members including email addresses, handicaps, and phone numbers.
 - Requests a calendar of events from the Tournament Director.
- Surveys members to determine availability to play each week.
- Creates threesomes or foursomes for each week and assigns tee times while considering the following:
 - Pairing designated mentors with new members for the first 2-3 weeks of play
 - The type of scheduled event for each week (individual or team event)
 - Tournament play (Match Play or Low Net)
 - Scheduled Board meeting requires that Board members tee off first
- Addresses members' requests for specific tee times when possible and appropriate, while allowing a variety of tee times for all members.
- Sends the final tee time sheet each week to the membership and the WGC staff.
- Strives to have members play with a variety of players throughout the season, and uses a pairings spreadsheet to help achieve this goal.
- Click [HERE](#) for detailed instructions to execute these tasks.

Social Director

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