

**Crooked River Ranch Ladies (CRRL) Golf Club
Duties of Elected Officers, Chairpersons, and Committee Members
(effective 03/19/2024)**

Duties for CRRL Board Members:

The following positions are elected by the membership.

President:

Preside over all meetings and perform such duties as the office may require.
Appoint the Oregon Golf Association (OGA) Representative and all committee chairs.
Work with the Play Day Chair and Board to create an annual calendar of events.
Audit the bank statement monthly.
Approve and distribute as appropriate all Board and Club meeting minutes.
Submit monthly articles to the Crooked River Ranch (CRR) Telegraph.
Identify a resource to coordinate the Annual Member Guest Tournament.
Identify a resource to host the annual Christmas party.
Assign "big sisters" to new members.
The President shall make no motions or amendments, nor vote on same, unless the vote, whether of the Board or Membership, is evenly divided, in which case she will cast the deciding vote.

Vice President:

Perform the duties of the office in the absence of the President.
Be responsible for Women Host the Men event.
Provide support to the following Tournament Committee Chairpersons: 9 and 18 Hole Visitations, CRR Member/Friend, and Club Championship.
Coordinate food for membership meetings and club events.
Purchase and present a memento for the outgoing President.

Secretary:

Take minutes of all Board and Ladies Club meetings and forward same to the President for approval.
Provide a soft copy of all minutes to the Communications Chairperson for distribution.
Maintain a permanent digital record of all Board and Ladies Club minutes, decisions, and related business, and create hard copies for the Secretary's book.
Update the Ladies Club Constitution and By Laws, General Information, Board and Committee Representatives, and Standing Rules and Policies, as needed, working closely with the President and Board on any issues.
Be responsible to reserve Mac Park and the Juniper Room for CRRL events.
Creates the annual Board, Committee, and Chairperson contact list for distribution by the Communications Chairperson.

Treasurer:

Manage the fiscal affairs of the Club under the supervision of the Board of Directors.
Develop and present the annual budget, in conjunction with the President.
Report on the budget versus actual, at year end.
Establish and maintain a non-interest bearing checking account with authorized signatures of incoming President and Treasurer.
Reconcile the monthly bank statements.
Provide a monthly copy of the check register to the President.
Provide/give a Treasurer's Report of bank balances and monies disbursed at all meetings.
Manage the annual membership renewal process.

Provide new member information to President, Handicap Chairperson, and Communications Chairperson.
Coordinate the number of members with the Handicapper/OGA Chairperson.
Create and update the annual CRRL Address Roster. Provide the roster to the Communications Chairperson for distribution.
Collect monies for club hosted events such as Visitations and distribute payments to appropriate clubs.

Sergeant at Arms:

Maintain order at all Club meetings, including excess talking or inattentiveness.
Ensure that meetings are run in accordance with Roberts Rules of Order.
Act as chairperson for the Annual Maintenance Staff Appreciation Luncheon
Other duties as specified by the President.

Duties for CRRL Golf Chairpersons:

The following positions are appointed by the club president and serve on the club board.

Playday Chairperson

Responsible for annual calendar of games and events for the golfing year.
Responsible for either her or one of her committee people attending every playday event.
Organize and prepare weekly pairings, score cards, and posting the results
Provide Awards Chairperson with all members names for birdies.
Develop and distribute invitations to the following events: 9 and 18 Hole Visitations and Member/Friend Tournament. Provide a resource to score these events.
Provide 1st birdie pins to membership.
Update posted birdie information on designated locations.

Handicap Chairperson/OGA

Responsible for entering all new members into GHIN as soon as possible and provide the GHIN to the Communications Chairperson and Treasurer.
Accounts for the accuracy of OGA records by ensuring that all non-renewal member GHINs are deactivated.
Responsible for adjusting or changing of scores that were posted incorrectly.
Notify OGA of any deceased members.

Club Championship Chairperson

Identify the golf members who are eligible to play in the Club Championship.
Responsible to manage the annual Club Championship Golf Tournament, including any associated food.
Prepare the rules and payouts prior to the beginning of each tournament and distribute to the attendees before the event commences.
Update the Gross and Net plaques with the winner's names.
Identify a resource to distribute invitations and score the event in Golf Genius.

Visitation Chairperson(s)

Responsible to provide the annual schedule of events to the President for inclusion in the CRRL annual calendar.
Notify the membership of events in coordination with the Communications Chairperson via Golf Genius.
Organize club annual Visitation including any associated food and prizes.
Attend or appoint someone to attend annual Visitation meeting (usually held in November).
Identify a resource to distribute invitations and score the event in Golf Genius.

Duties for CRRL Committee Chair Positions

The following positions are appointed by the club president and **do not** serve on the club board.

Communications Chairperson

Responsible to update the CRRL website including the annual Calendar of Events.

Distribute general information emails to CRRL membership.

Responsible to update the CRRL roster in Golf Genius.

As needed, order CRRL name tags for members.

Send introduction email to new members (include board, website, playday season, contacts)

Sunshine Chairperson

Communicates cards and “well wishes” to the membership during their various life events.

Central Oregon Senior Women’s Golf Association (COSWGA) Chairperson

The COSWGA Chairperson is part of a separate organization, with their own Board, By-laws, and Treasury. They organize their own Reps and Officers, rules for membership.

Responsible for posting a schedule of courses to be played.

Coordinate the sign up, collection, and payment of monies for these events.

Organize activities for COSWGA event at Crooked River Ranch.