

PALO VERDE MEN'S GOLF ASSOCIATION (PVMGA)

SPECIFIC DUTIES OF THE OFFICERS

SPECIFIC DUTIES OF PRESIDENT:

A. Executive Board Meetings:

1. Develop the agenda for each meeting with input provided by the Executive Board members and general membership.
2. Chair Executive Board meetings.
3. Follow-up on any action(s) taken by the Executive Board to insure they are implemented within the guidelines of the Association constitution and by-laws.
4. Prepare and distribute information necessary to support Executive Board meetings and/or special meetings.
5. Delegate responsibility to execute actions determined necessary by the Executive Board.

B. Committees:

1. Appoint Ad Hoc committees and chairman as deemed necessary by the Executive Board or required by the constitution and by-laws.
2. Act as the Ex-Officio member of all committees as deemed necessary.
3. Appoint special committees comprised of chairman for special situations as needed.
4. Appoint a nomination committee comprised of a chairman and no less than two (2) Palo Verde Men's Golf Association (PVMGA) members to recommend a slate of officers who will serve as President, Vice President, Secretary, and Treasurer for the upcoming year.
5. Appoint an Association member annually to represent the PVMGA on the Homeowners Association (HOA) Golf Committee.

C. General:

1. Provide direction and assistance to members of the Executive Board and Committee Chairmen.
2. Serve as a member of the grievance committee along with the Handicap Chairman and the Palo Verde (PV) Club Pro.

3. Review and update, as necessary, the Association constitution, by-laws, standing rules, and committee chairman duties on an annual basis.
4. Call special meetings in accordance with requirements set forth in the constitution and by-laws.
5. Send written invitations to Past Presidents for attendance at the President's luncheon.
6. Invite guest(s) for special events.
7. Act as master-of-ceremonies at club events and the annual Christmas Dinner Dance. Whenever the President cannot attend a club event, the Vice President shall act as master-of-ceremonies.
8. The President shall appoint non-Executive Board members of the PVMGA to audit the Treasurer's annual report prior to the election meeting.
9. President shall have the authority to sign all Association checks along with the Treasurer, Assistant Treasurer and Secretary.
10. Attends the meeting with the bank to create the new bank account signature card.
11. Perform other duties as provided by the by-laws and/or authorized by the Executive Board.

SPECIFIC DUTIES OF THE VICE PRESIDENT:

A. Executive Board Meetings:

1. In the absence or inability of the President to act, have the power to perform the duties designated to the PVMGA President.

B. Activity Calendar:

1. Along with the assistance of the Tournament Chairman and PV Club Pro, plan the activity calendar for the coming year and present it to the Executive Board for approval.
 - a. The resulting activity calendar shall be coordinated with the Cottonwood Men's Group Association (CWMGA) representative and the Cottonwood (CW) Head Pro.

C. General:

1. Responsible for arranging for a gift to be presented to the outgoing PVMGA President in appreciation of his service.
2. Along with the Handicap Chairman, responsible for coordinating the orientation of new members to the PVMGA.
3. An Ad Hoc member of both Major Events and Special Events Committees.
4. Perform other duties as directed by the PVMGA President.

SPECIFIC DUTIES OF THE SECRETARY:

A. Executive Board Meetings:

1. Record the discussion and decisions resulting from all regular and special meetings of the PVMGA Executive Board.
2. Document and disseminate meeting minutes of the Executive Board members and post a copy in the men's locker room.
3. Provide an approved copy of the Executive Board meeting minutes to the Technology and Communications Chairman for posting on the PVMGA web site.

B. General:

1. Post the minutes of the Golf Committee in the men's locker room upon receipt from the PVMGA Golf Committee Representative.
2. Maintain a file of all meeting minutes and other correspondence and provide to the succeeding Secretary to ensure continuity of PVMGA decisions.
3. Maintain the completeness and currency of the following PVMGA documents:
 - a. Constitution
 - b. By-Laws
 - c. Standing Rules
 - d. Specific Duties of the Officers
4. Send sympathy cards to the family of deceased PVMGA members and other cards as appropriate.
5. Attend the meeting with the bank to create a new bank account signature card. The Secretary will bring the December Annual Membership Meeting Minutes

- identifying newly elected Executive Board Members (i.e., President, Secretary, Treasures and as required the newly appointed Assistant Treasurer).
6. Perform other duties as directed by the PVMGA President.

SPECIFIC DUTIES OF THE TREASURER:

- A. Executive Board Meetings:
 1. The Treasurer and his assistant attend the PVMGA Executive Board Meeting and provides a financial update.
- B. Saturday Play Activity:
 1. Collect Saturday Play monies per by-laws and, if directed by the board, receive the PV Pro Shop report on number of players and issue a check for the appropriate amount.
- C. Record Keeping:
 1. Keep the PVMGA checkbook up to date.
 2. Maintain a record of the monthly reconciliation of the bank statement to the checkbook
 3. Maintain a book that shows monthly deposit details and expenditures, including invoices and authorization.
 4. Maintain accountability for the PVMGA Hole-In-One Club (if applicable).
 - a. Maintain a record of Hole-In-One monies collected and paid to members.
 - b. Make payments by check to winners.
 - c. Advise the PVMGA Executive Board when the Hole-In-One Club monies are nearly depleted.
 - d. Collect the required membership dues and update records as required.
- D. PVMGA Disbursements:
 1. The Treasurer shall issue and sign checks.
 2. All invoices for payment must be approved by the board member responsible for that area/function.
 3. Upon approval, make necessary payments to members or venders.
- E. Required Monthly Statements:
 1. Generate a monthly financial statement that enables members to clearly understand the club's revenue, expenses, and current balance of funds.

2. He shall render and report all receipts and expenditures at Executive Board meetings.
3. Provide an approved copy of the Treasurer's Report to the Communications and Technology chair for posting on the PVMGA web site.

F. Arizona Golf Association (AGA):

1. Maintain a log of all new club members, to include name, type of membership and date of membership.
2. Verify the deposit of AGA membership monies.

G. Special Tournament Events:

1. Receive and record funds (member checks) collected from players or PV Pro Shop. Ensure correctness of receipts compared to number of players. Do not deposit funds in the PVMGA bank account until after completion of the event.
2. Record all ancillary income and expenditures associated with each tournament event.
3. Prepare a profit and loss statement for each event for presentation to the PVMGA Executive Board.

H. Assistant Treasurer:

1. The Treasurer, with the concurrence of the President and Vice President, may select an assistant to provide support and continuity in carrying out the Treasurer's responsibilities. This assistant will be eligible for nomination to succeed the Treasurer upon completion of the Treasurer's two-year term.
2. The Assistant Treasurer, as needed, attends the meeting with the bank to create a new account signature card.

I. PVMGA Bank Account:

1. The existing Treasurer will make arrangement with the bank to meet following the December Annual Membership Meeting to create a new bank account signature card. He notifies the newly elected President, Secretary, Treasurer, and Assistant Treasurer, if needed, of the meeting. He attends the bank meeting and introduces the rest of the participants.

SPECIFIC DUTIES OF THE MAJOR EVENTS CHARMAN:

- A. Executive Board Meetings:
 - 1. The Major Events Chairman and his assistant attend the PVMGA Executive Board Meeting and provides an update on major events.
- B. Member/Guest Tournament:
 - 1. Select and appoint committee members who will be required to:
 - a. Meet with SLHOA 2 Banquet Manager and coordinate menus for planned meals.
 - b. Obtain a signed contract with the SLHOA 2 Banquet Manager for all services provided at least three (3) prior to the tournament.
 - c. Contact donors who will provide door prizes, sponsor holes and donate funds to pay for meals.
 - d. Organize and manage the Calcutta.
 - e. Organize and manage the pari-mutuel betting.
 - f. Coordinate with Treasurer for the management of all funds collected.
 - g. Coordinate with the PV Club Pro for selection of games to be played and the scoring of those games.
 - h. Set tournament dates for the next two (2) years and place those dates on the Homeowners Association (HOA) calendar.
 - 2. The December prior to the tournament, hold the initial meeting to begin the tournament activities.
 - a. Prepare sign-up sheets with the assistance of the PV Club Pro to ensure all tournament information is included.
 - b. January prior to the tournament, with the assistance of the PV Head Pro; select gift(s) to be given to each participant on the first day.
 - c. Place sign-up sheet in the Pro Shop on the designated day and monitor the number of teams signed up to manage allowable team participants.
 - d. The first week of March prior to the tournament, notify the Course Superintendent of the upcoming tournament and any special course set-up required.
 - e. One (1) week prior to the tournament hold a committee meeting to review

assignments and ensure all preparations are complete for the tournament to take place.

3. Friday Night, begin the Member/Guest Tournament:
 - a. Serve meal.
 - b. Conduct Calcutta.
 - c. Begin pari-mutuel betting.
 - d. Treasurer and assigned committee members will make sure all collected funds are accounted for and secured.
 4. Saturday morning, review all funds collected, verify all tournament costs, and determine amounts available for chit payout as well as day money payout.
 - a. Supervise Saturday meal, door prize drawings and other issues as required.
 5. Sunday following tournament day:
 - a. Supervise noon meal.
 - b. Coordinate door prize drawings, announcement of winners and pari-mutuel betting winnings.
 6. Conclusion of Tournament:
 - a. Notify PVMGA President of all donations and other gifts so "Thank You" letters can be written and mailed.
 - b. Provide PVMGA Executive Board with the final results at the scheduled April board meeting.
 - c. Hold a wrap-up meeting of the committee to review tournament organization and execution looking at possible future improvements.
- B. The Fun Day Event:
1. Appoint a committee to assist with the event.
 2. Select date for future Fun Day event in coordination with the Tournament Chairman.
 3. Review selected date with the PVMGA Executive Board and ensure the date is placed in the Golf Information Calendar for the following year.
 4. Recommend a charity for the PVMGA Executive Board to donate the funds

raised by the event.

5. Plan the hole-by-hole games to be played and coordinated with the PV Pro.
6. Coordinate with the Publicity Chairman to make sure the event draws the necessary publicity coverage.
7. Work with the Course Superintendent to set-up course configuration for the event.
8. Gather all equipment and supplies necessary for the event.
9. Coordinate with the Special Events Chairman for refreshments and other needs are available following the round of golf.
10. Assume all other duties necessary to make the event a success.

C. PVMGA Annual Picnic:

1. Set the date for future year event in corporation with the Tournament Chairman and PVMGA Executive Board.
2. Reserve Sisk Park one (1) year (or more) in advance through the SLHOA 2 Recreation Committee and require a signed confirmation from appropriate HOA representatives.
3. Work with the Special Events committee to determine and recommend a caterer to the Executive Board for their approval.
4. Suggest a per person price to the PVMGA Executive Board for approval.
5. Obtain a signed copy with the selected caterer for the meal no later than three (3) weeks prior to the event.
6. Post a sign-up sheet in the men's locker room 3-4 weeks prior to the event prepayment requested.
7. Solicit volunteers to run any games that may be played, i.e., putting contest etc.
8. Solicit volunteers to find prizes to be awarded.
9. Work with Special Events committee to provide beverages, snacks, and other consumable supplies.
10. Coordinate with the Publicity Chairman to assure event has adequate publicity.
11. Work with PVMGA Treasurer to assure all participants have paid the proper

fee.

12. Assume any other duties necessary to assure the success of the event.

D. The Annual Dinner Dance:

1. Recommend dates for the Dinner Dance to the PVMGA Executive Board for the following two (2) years for their approval and submit the dates to the Tournament Chairman for inclusion in the Annual Golf Calendar.
2. Reserve the San Tan Ballroom through the SLHOA 2 Food and Beverage Banquet Services Manager and receive a written confirmation of the dates.
3. One (1) year in advance, review and select a band, present this recommendation to the PVMGA Executive Board for approval and get a signed contract.
4. Coordinate the event with the SLHOA 2 Banquet Services Manager and/or Food and Beverage Manager to select a menu and the layout of the ballroom.
5. Submit a recommended price to the PVMGA Executive Board for approval.
6. Obtain a signed contract with the appropriate Food and Beverage Manager no later than three (3) weeks prior to the event.
7. Review and determine a sign-up procedure and solicit volunteers to conduct the sign-up process.
8. Appoint sub-committees to handle specific issues such as decorations, greeters, name tags, and door prizes.
9. Coordinate with the PVMGA President to set the agenda for the evening.
10. Assume any other duties that may be necessary to make the event a success.

SPECIFIC DUTIES OF THE TOURNAMENT CHAIRMAN:

A. Executive Board Meetings:

1. The Tournament Chairman and his assistant attend the PVMGA Executive Board Meeting and provides an update on planned tournaments.

B. Organizes Home & Home Tournaments:

1. In concert with the Executive Board determine:
 - a. The entrance fees.
 - b. The format for the event – Two (2) Best Balls Net for each foursome is

recommended.

- c. Event competitions (e.g., longest putt, closest to the pin, circle on the green, duce pot, mulligans).
 - d. Any other special considerations associated with the event.
2. Coordinate the planned activities for the event with the participating Home & Home Club officers. Usually both club Tournament Chairs, and Special event Chairs participate.
 3. Determine number of participants in the event from PV and Home & Home Golf Pros at the event and luncheon.
 4. Determine the date the notice of event will be posted and removed from the men's locker room bulletin board.
 5. In the event the number of participants exceeds the number required for the event, only those members who have paid via the Treasurer's Box will be accepted.
 6. Make necessary arrangements with the PV Pro Shop regarding any course events (i.e., circle on the green).
 7. Contact volunteers required for the event.
- C. Organize Non-Home & Home Events:
1. Prepare and post announcement and sign-up sheets for any special event at least two weeks prior to the scheduled event.
 2. Coordinate with the Special Events Chairman, luncheon arrangements, meal selection, etc.
- D. Awards, Trophies, Plaques, And Handouts:
1. Purchase trophies and plaques for the President's Cup, Club Championship, Hole-In-One, Most Improved Player, and other tournaments as directed.

SPECIFIC DUTIES OF THE SPECIAL EVENTS CHAIRMAN:

- A. Executive Board Meetings:
1. The Special Events Chairman and his assistant attend the PVMGA Executive Board Meeting and provides an update on planned special events.

B. Organize Special Events – Non-Home & Home(s):

1. Provides the Executive Board with preliminary plans for the event at least one month prior to the anticipated event. Plans should include estimated cost(s) for buffet, or table service, entrée proposals or a choice of entrée, schedule of sign-up procedures, etc.
2. Coordinates anticipated event schedule and planned menu with the Sun Lakes Homeowners Association 2 (SLHOA 2) Banquet Service Manager.
3. Obtain contractual agreement with the Banquet Service Manager no later than three (3) weeks prior to the event. Provide the PVMGA Treasurer with a copy of the final contract upon receipt from the Banquet Service Manager.
4. Selects and purchases favors for guest, if appropriate, for the event. Usually applies only if female guests are invited.
5. Arranges for refreshments for a morning event before first tee off time Coffee is provided using Palo Verde facilities and donuts are purchased from one of the local markets.

C. Scramble Luncheon Procedures:

1. At least three (3) weeks before the scheduled event coordinate the menu with the Banquet Services Manager and obtain a contractual commitment.
2. Notify the Banquet Service Manager on the Thursday before the event of the anticipated number of members/guests who will be attending the luncheon. Any deviation from the anticipated number of attendees should be communicated to the appropriate Food & Services Manager on Saturday, the day of the event.

D. Guidelines for Home & Home Events:

1. Three (3) weeks prior to the scheduled event, the Chairman will coordinate the planned activities for the event with the Tournament Chairman. Activities to include:
 - a. Arrange morning refreshments of coffee and donuts. Coffee is provided using Palo Verde facilities, donuts are purchased from a local market.

- b. Meet with the appropriate SLHOA 2 Banquet Services Manager and select the luncheon menu to be served, obtain a contractual commitment and provide the PVMGA Treasurer with a copy of the final contract.
- c. Decide if refreshments will be served on the course during play and if, with Board approval, beer will be provided during the luncheon.
- d. When the event has been coordinated with the Home & Home parties, notify the SLHOA 2 Banquet Manager of the arrangements.
- e. Purchase required refreshments in advance of the event (e.g., Bloody Mary mix, Vodka, Coffee, Beverage Cups, Sugar, Creamer, Napkins, etc.). Solicit help from other club members as needed.

SPECIFIC RESPONSIBILITIES OF THE HANDICAP CHAIRMAN:

A. Executive Board Meetings:

1. The Handicap Chairman and his assistant attend the PVMGA Executive Board Meeting.
2. A report on the current membership status of the club, along with any other events, activities or news from the AGA that affects handicap activities is given at each meeting.

B. Adding New Members:

1. The PVMGA Treasurer verifies a new member has paid the appropriate dues.
2. The Handicap Chairman will access the GHIN system app and enter the new member's Local Number.
3. Membership numbers, also known as local numbers, identify the member status. These numbers are assigned using the following protocol:
 - a. Full active members – 2000 number series
 - b. Handicap only – 4000 number series

There will be times when an inactive member will reactivate to full active status. In this case his previous number will be used rather than issuing a new number.

C. Maintaining Membership Records:

1. The Handicap Chairman maintains membership records in an up-to-date status throughout the year, adding, modifying, or deleting records as necessary.
2. The Handicap Chairman may publish a complete membership list showing the

name, spouse, address, telephone, and email address of members for distribution as directed.

D. Interaction With PV Pro-Shop:

1. Some Handicap Committee responsibilities have been delegated to the PV Pro-Shop. For example, The Pro-Shop posts all the Saturday Men's Day tournament scores, and the Committee needs to monitor that the scores are posted correctly on a continuing basis.

E. Identify The Most Improved Player:

1. On November 1st of each year, the Most Improved Player in the club is determined using the report on the GHIN website. (November 1st of previous year to October 31st current year).
2. Coordinate with the Tournament Chairman for the purchase of a trophy to be presented at the annual PV Christmas Dinner Dance.

F. Arizona Golf Association (AGA):

1. Sign on to the AGA website at www.azgolf.org on a regular basis and review Handicap Chairman area under committees to review any changes that may affect PV handicap activities.

G. Major Club Tournaments:

1. The Handicap Committee verifies all members signed up to play in the President's Cup and the Club Championship tournaments have a minimum of five (5) postable scores in the prior twelve (12) month period. Those members not meeting this requirement must be disqualified and will not be permitted to play in the tournament being verified.

H. Additional Handicap Chairman Responsibilities:

1. The USGA Handicap Department conducts an on-line club assessment annually to assure all clubs remain in compliance with rules and regulations. The Handicap Chairman must complete this assessment in a timely manner.
2. The Chairman/Committee should be familiar with the USGA Rules of Golf and the Rules of Handicapping.

TECHNOLOGY AND COMMUNICATIONS CHAIRMAN:

A. Executive Board Meetings:

1. The Technology and Communications Chairman and his assistant attend the PVMGA Executive Board Meeting.
2. Tracks website usage and provides updates.
3. Reports any other technology and communications activities or news that affects PVMGA.

B. PVMGA Website:

1. Maintains website license and verifies annual payment.
2. Designs and maintains website layout and content.
3. Tracks website usage and provides updates during monthly PVMGA Board Meetings.

C. Website Information:

1. Maintains Website Home Page Information.
 - a. Ensures latest versions of the Constitution, By-Laws, Standing Rules, and Specific Duties of the Officers are posted under applicable tabs.
 - b. Receives weekly event results from PV Pro Shop and post under applicable tabs.
 - c. Updates "Calendar Tab" with weekly AM and PM results.
 - d. Ensures latest information is posted under each homepage tab (i.e., PVMGA Board, Splash Articles, Ringer Tournament, Aces of Aces Qualifiers, Member Orientation, and Members Online Sign-Up).
2. Maintains Website Member Only Information.
 - a. Takes pictures of new members and maintains "Member Book"
 - b. Post PVMGA Board Meeting Minutes and Treasurer's Reports under applicable tabs.

D. PVMGA E-Mail Listing:

1. Maintains master PVMGA e-mail listing.
 - a. Adds new member's e-mail address.
 - b. Removes member's e-mail addresses as required
2. Sends out group e-mails to PVMGA membership when requested.

E. Assistant Technology and Communications Chairman:

1. The Technology and Communications Chairman, with the concurrence of the President and Vice President, may select an assistant to provide support and continuity.

F. Other Duties as Directed by PVMGA President.

SPECIFIS DUTIES OF THE PUBLICITY CHAIRMAN:

A. Executive Board Meetings:

1. The Publicity Chairman attends the PVMGA Executive Board Meeting to provide input and receive feedback from Board members.

B. Publicity:

1. Furnish the Sun Lakes *Splash*, by the 10th of the current month, with a news article containing the activities of the PVMGA including the names of the winners of each activity event.
2. Take pictures of the winners of special tournament events and include in monthly Sun Lake *Splash* publication(s).
3. Provide an appropriate news release to other local media whenever an activity warrants coverage beyond the Sun Lakes venue.
4. Prepare e-mails for the Technology and Communications Chairman to send to PVMGA membership announcing upcoming weekly events as needed.

C. General:

1. Safeguard and maintain the PVMGA camera and pass it on to the Publicity Chairman's successor.
2. Provide current pictures of Executive Board Members and post on the PVMGA bulletin board.
3. Provide a picture of the immediate PVMGA past President and have picture appropriately framed and mounted on the wall outside the men's locker room.

SPECIFIC DUTIES OF THE PVMGA GOLF COMMITTEE REPRESENTATIVE:

A. Executive Board Meetings:

1. The PVMGA Golf Committee Representative attends the PVMGA Executive Board Meeting.
2. He reports on the activities and discussion of the Golf Committee.

B. General:

1. He shall take any recommendations from the Executive Board to the Golf Committee for inclusion in their monthly agenda.
2. He shall forward copies of the Golf Committee minutes to the President, Vice President, and Secretary of the PVMGA.

C. Other tasks as described in the job description or as assigned by the PVMGA President.

SPECIFIC DUTIES OF THE AGA DELEGATE:

A. Executive Board Meetings:

1. The AGA Delegate attends the PVMGA Executive Board Meeting to provide input and receive feedback from Board members.
2. As a member of the PVMGA Executive Board, the Delegate will keep its members current with AGA issues and decisions that may impact the PVMGA and its members.

B. AGA Member:

1. Delegate will address with the AGA both routine matters and special circumstances that may arise that affect PVMGA.
2. The AGA will provide information from time to time that will assist the Delegate in furthering amateur golf at PVMGA.
3. The Delegate may coordinate an AGA Representative's visit to a club luncheon, or to conduct a Rules or Handicap presentation.
4. The Delegate will represent the PVMGA at the AGA Spring and Fall meetings, and any other functions called by the AGA relating to a Delegate's responsibilities.

C. Other duties as assigned by the PVMGA President.