

Year Round

1. Provide leadership and facilitate the functions of the Officers and Committee Chairs to ensure smooth operation of our organization.
2. PCLGA website: Spot check the website to make sure it is up-to-date, and if not, delegate to the appropriate persons the areas that need to be updated. We want our website to be accurate and current, so our members utilize it reliably as a resource for the information they need.
3. Make sure each person is familiar with their designated job description posted on the website.
4. The President is the primary contact with CGA for any updates, changes or communications that pertain to the functioning of our Club. Represents PCLGA at the Annual Meeting and/or the CGA Women's Summit in February/March and attend the Breakout Sessions and Roundtable discussion.

January

1. Oversee that the Treasurer balances out the books with another officer
2. Request input from Officers on content for President's letter and have them review it before it is sent out the 3rd week in February.
3. Make sure the Treasurer pays the annual PCLGA dues to CGA.
4. Recruit 2-3 members to attend the annual CGA meeting in February or March
5. Make sure the 3 members on the Handicap Committee stay current and remain certified. Re-certification usually requires attending the handicap workshop and taking/ passing the handicap exam every 2 years.
6. Request the final draft of the event schedule from the Tournament Chair for that season and be sure it is posted on the PCLGA website.

February

1. Finalize the Spring Luncheon location, date, time and cost with a restaurant such as Fontenot's. The last Wednesday in May at 11:30 is a date and time that works well for those returning to the valley.
2. Establish the deadline date for the Registration forms to be returned. The 1st week of April is best, which is 1-2 weeks before the de-activation date for GHIN which is typically the 3rd week of April.
3. Send out President's Letter the 3rd week of February to all the former members and any prospective new members. Along with the Letter, include the Spring Luncheon details, the Registration Form, and the upcoming season's Schedule of weekly events.

March

1. Try to attend, and also recruit other to attend, the CGA Annual Meeting to gather pertinent information, volunteer opportunities, events, etc and communicate it to our members.

April

1. Oversee with Treasurer that the GHIN numbers of unpaid members are de-activated and those who have paid are re-activated by Jesse in the Pro Shop. We pay for anyone who has not been de-activated. The rule of thumb is a player is not activated until we have their check in hand.

May

1. Hold a Board Meeting if needed prior to Spring Luncheon.
2. Receive input from the board and establish an agenda for the Spring Luncheon meeting 2-3 weeks prior to the Luncheon.

3. Coordinate with all committee chairs whom are on the agenda to speak, what they are speaking about, and time they are allotted.
4. Invite Jesse from the Pro Shop to the Luncheon and PCLGA pays for his meal.
5. Communicate the number of players planning to attend the Luncheon to the restaurant.
6. President runs the meeting at the Spring Luncheon.

July

1. Talk to Treasurer to make sure a mid-season pay-off of prizes to the Pro Shop has been done.
2. Hold a Board Meeting to plan the Final Meeting following the Club Championship and the awards. Decide upon awards and purchases. Go over all aspects of the tournament so everything is prepared and clear to all board members.

August

1. Finalize Club Championship and Luncheon or Dinner. The President is in charge of the agenda and who presents the awards.

September / October

1. Check that Treasurer has made the final payoff to the Pro Shop after all prizes and games are final, usually at the end of September.
2. Remind Tournament Chair to talk with Jesse about putting various dates on the calendar for next year, especially things requiring special consideration such as the 2 days for Club Championship, Invitational, Solheim, our monthly play on the Ridge, etc. Make sure tee times are reserved starting at 8:00 am or whatever the start time is for the course.
3. PO Box fee needs to be paid in October by Treasurer
4. Update Club Champion, Officers with CGA and the Ladies Club information on the Pole Creek Website <https://www.polecreekgolf.com/-ladies-club>
5. Check in with board members to determine if a late fall or winter meeting is necessary.