

PRESIDENT: Elected Officer, 1 Year Term

ROLE: Lead the Lakes West Women's 18 Hole Golf Association (LWWGA). Promote a culture of inclusion, variety, competition, and fun. Develop a Program that establishes, supports and achieves goals and objectives that ensures alignment with Sun City Women's Golf Association By Laws, Conduct and operate LWWGA Board and Member meetings using [Robert's Rules of Order](#) (ref BP 12 Sec B). Liaison with [Sun City Woman's Golf Association \(SCWGA\), aka, "Umbrella"](#), Rec Center of Sun City (RCSC) Director of Golf, Green and Golf Advisory Committees and Pro Shop Starters, Lakes West 9-hole leagues and Lakes East Women's Leagues.

ACCOUNTABLE TO: LWWGA Board of Directors, Membership and SCWGA

RESPONSIBILITIES:

1. Assume President's role January 1
2. Be knowledgeable of SCWGA By-Laws and [Roberts Rules of Order](#)
3. Ensure all required forms are submitted in accordance with RCSC requirements "[20xx Important Dates](#)"
4. Preside over 6 LWWGA Board Meetings and 5 General Member Meetings
5. Attend SCWGA Umbrella Meetings
6. Appoint Chairwomen of all special committees she deems necessary. Be an ex-officio member of all Committees, except Auditing and Nominating (ref By-Laws)
7. Oversee Committee activities and ensure actions are completed on time
8. Present annual Committee report "Motions and Milestones" membership at the December annual meeting.
9. Ensure member awareness of updates and actions taken by the SCWGA, Green Committee and Golf Advisory Committee
10. Conduct an end-of term transition meeting and deliver all materials to successor within (10) days prior to the beginning of the calendar year.

LWWGA President Calendar of Duties

January:

- Update "RCSC Chartered Clubs" form and submit to RCSC
- Run LWWGA board meeting 1st Monday of the Month 8:30-10
- Attend Umbrella meeting 3rd Wednesday of the Month
- Pay Umbrella \$100

February:

- Ensure "Facility Club usage and Club Meeting Schedule" for following year is completed by VP and ready for submission on March 2
- Ensure Weekly POD schedule for following year is completed and ready for submission to Pro Shop Director
- Run LWWGA board meeting 1st Monday of the Month 8:30-10

- Attend Umbrella meeting 3rd Wednesday of the Month
- Oversee Scramble/Lunch/ Chair General Meeting
- Ensure preparations for Club Championship are progressing

March:

- Run LWWGA board meeting 1st Monday of the Month 8:30-10
- Attend Umbrella meeting 3rd Wednesday of the Month
- Oversee Scramble/Lunch/Chair General Meeting

April:

- Run LWWGA board meeting 1st Monday of the Month 8:30-10
- Attend Umbrella meeting 3rd Wednesday of the Month
- Guys and Dolls Scramble/Lunch/Chair General Meeting

May- October:

- Be sure Summer Crew has what they need
- Be aware of overseeding schedule changes

November:

- Run LWWGA board meeting 1st Monday of the Month 8:30-10
- Attend Umbrella meeting 3rd Wednesday of the Month
- Welcome Back Scramble/Lunch/ Chair general meeting
- Ensure Hosting of Pink Ribbon Tournament is on track

December:

- Run LWWGA board meeting 1st Monday of the Month 8:30-10
- Attend Umbrella meeting 3rd Wednesday of the Month
- Prepare with secretary "Motions and Milestones" for the year
- Be sure all committee vacancies are filled
- Create Audit Committee
- Christmas Pary/General Meeting
 - Present "Motions and Milestones"
 - Bring in new officers