

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

1) PRESIDENT

The Sun City Women's 18-Hole Golf Association Division Bylaws outline duties and responsibilities of elective officers of each of its divisions. Duties of the President are stated in Article V, Section 1, as follows:

1. Preside at all meetings of the division and the board of directors and, in general, perform the duties incident to this office.
2. Appoint Chairmen of all special committees she may deem necessary. All committee chairmen shall be members of the Board of Directors with the exception of the nominating committee and the auditing committee (*with the consultation and agreement of the executive board*).
3. Be an ex-officio member of all committees except nominating and auditing.
4. Make an annual report to the division at the annual meeting.

Specifically, for Lakes West Women's Golf Association, the President will preside at all meetings of the club. This includes:

- Six board meetings each year which are held on the first Monday of the months of January, February, March, April, November and December;

- And general meetings of the membership; November, December, February, March and April.

In addition, the President is expected to attend all meetings of the Sun City Women's Golf Association Umbrella meeting on the third Wednesday of each month from September through May. As LWWGA President, she is a voting member of the Umbrella committee, representing the 18-hole Women's Organization.

The President must keep members informed of all things pertaining to golf in Sun City. Other specific duties include:

1. Appointment of an auditing committee to review the books for the year (2 non-officer, persons) .
2. Appointment of a nominating committee for new officers for the coming year (*with the consultation and agreement of the executive board*).
3. Liaison with the Lakes West Women's 9-Hole Golf Association on matters affecting both groups. Specifically, the President must coordinate with the 9-hole President any plans for any previously unscheduled shotgun start in order to permit the 9-holers to arrange their time of play.
4. Informing the Lakes West greens keeper in advance of any activity such as tournaments, etc., which will require extra attention to the course.

(Revised 1/24)