

VI. MEMBERSHIP CO-CHAIRS

In addition to the Membership Chair being responsible for a current membership file as outlined in the Sun City Women's Golf Association Division Bylaws, the New Membership Chair's responsibilities also include:"

VI.1 New Member Chairman

- a. Assure collection of dues from new members. Dues are to be paid at time of sign up and placed into the treasurer's bank bag locate in the black two-drawer file cabinet in pro shop, in the treasurer file; checks should be made payable to LWWGA. (New member cannot pay online at sign up.)
- b. Keep a supply of blank application forms on hand in the Lakes West ladies' restroom and on the outside bulletin board all times.
- c. Provide a copy of the application to board members and committee chairmen.
- d. Assign new members a "big sister" and provide her with a list of recommended duties.
- e. Get a photo of each new member to post on the New Member bulletin board and a copy to the web master for posting online. When possible send photo with announcement sent to Board and others on the notify list.
- f. Welcome new members and answer any questions they may have regarding any aspect of our league and provide them with and review the Lakes West Orientation Manual and Member Handbook.
- g. After sign up provide all Board members and Chairs with the new member's information including: name, addresses (both email and street), phone number, ghin and rec numbers, partners name (if applicable). When possible attach copy of the photo with this notification.
- g. Work with Policy and Procedure Administrator to maintain an updated Orientation Manual.
- h. Review member handbook draft, sent out in Nov., to ensure it includes all new members for the year and that their information is correct.

VI.2 Members Handbook Chairman

- a. Arrangements should be made for printing of the annual Handbook in the fall. Plan for sufficient copies of the book to provide one to each LWWGA member, the Lakes West starter,

the snack shop, and a courtesy copy to each of the other ladies' associations in the Sun City Women's Golf Association and their 12 officers, and extra copies for future members.

b. Put member names in new yearbook and when available distribute the new books to current members and new members.

c. Changes from the current handbook for the next year book (name, address, phone number, recreation card number, spouse, etc.) must be submitted by November 30 to be included in the next year's yearbook.

d. Allow non-renewing members to remain in the yearbook for one year.

(Reviewed 1/24)