

LAKES WEST WOMEN'S GOLF ASSOCIATION
Policies and Procedures

XVIII. SUNDAY MIXER CO-CHAIRS

Lakes West Sunday mixers are held on the third Sunday of each month, January through April and December. Mixers are open to all members or associate members of Lakes West Women's Golf Association and their guests. All participants must have a verifiable USGA handicap to compete for prizes.

The Sunday mixer Chairman is responsible for planning and coordinating Sunday Mixers for the association. Plans for the year should be provided to the president before the golf schedule books are printed each year. Specific responsibilities include the following:

1. Create a Mixer Committee of volunteers that will conduct each mixer as outlined in their job descriptions or the task list.
2. Mixer Committee members are responsible for, but not limited to:
 - A. Coordinate with the pro shop for golf courses tee times on that Sunday.
 - B. Prepare flyer announcement that includes information on the Mixer: date, time, game, menu, sign-up deadline date, price and to put check made out to LWWGA treasure's folder. (examples are on flash drive and reside with Chairman)
 - C. Prepare scorecards for the participants for the game of the day with printed rules attached.
 - D. Sell Mulligans before the game to be used in a drawing for all the money (generally \$5.00 per envelope) during the social hour. Winners do not have to be present to win but their representative must have their tickets to claim the prize.
 - E. Prepare an accountability report reflecting total income, expenses, and prize money distribution. A check request form should be turned in to the treasurer for reimbursement of out-of-pocket expenses.
 - F. A flash drive containing procedure for conducting the monthly mixers is maintained by the current chair and updates must be synched at the end of each season with the 2nd flash drive that is in the current Presidents possession.
 - G. The treasurer will collect annual mixer dues and maintain an updated mixer member list. Mixer dues for regular and associate members are \$3 for the year or \$1 for December. Club Treasurer will update Chairman as needed.

- H. The chair is responsible for fiscal responsibility of the Mixers budget and each monthly report will include a reflection of the current balance minus each months expenses. Carry over amounts must be approved by the board.
3. The Sunday Mixer Chairperson is specifically responsible for:
- A. Attend all board meetings as scheduled.
 - B. Coordinate with the club president a schedule that she will submit to the RCSC Club office to reserve a social hall for the third Sunday of each mixer month for the entire year.
 - C. Submit to the Rec Club office in October a Set up Request form which includes mixers dates for the ensuing year.
 - D. Work with the Treasurer to insure accuracy of budget and goal of a 0 balance each year. Although a small carry over could be welcome.

(Revised 1/24)
Nancy England