

STANDING COMMITTEE JOB DESCRIPTIONS

Revised March 16, 2025

In order to have a well-managed club, we need to have members take part in the leadership of it. We encourage our members to volunteer to serve on our General Board. Following are the duties of these committee chairs.

AGA/CAGD CHAIR

The AGA/CAGD Chair will represent PVLGA in all matters and at meetings pertaining to AGA/CAGD. She will post all pertinent AGA/CAGD information on the bulletin board.

The AGA State Medallion Tournament is open to all PVLGA ladies and consists of four consecutive play dates usually in February. These dates appear on the Golf Calendar.

The AGA/CAGD Chair will tally scores for every play date during the designated four weeks. The winners are the lowest gross and lowest net scores. The two winners are announced at the April luncheon. The winners have the option to participate in the annual State Medallion Tournament. PVLGA will cover half the cost of this tournament, and the players will pay the other half.

CADG conducts five blind draws. The months for the blind draws are determined by CAGD and usually are January, February, March, April and November. These dates should appear on the Golf Calendar.

Recruiting for CAGD is done every year at the December Luncheon. Ladies who wish to participate pay \$8 and the names are forwarded to CAGD in early January. The ladies who have joined will submit a scorecard and \$1 on each of the designated play dates. The Chair sends the results and a check for the participants to CAGD. CAGD will

conduct a blind draw and notify the Chair of the winners. CAGD sends a check to the chair for the winners. The Pro will deposit the corresponding amount in chits to the winners' accounts.

AWARDS / ORIENTATION CHAIR

Awards Duties:

President's Cup and Club Championship: After each of these tournaments, work with the Publicity Chair to make sure that photos are taken of the overall winner and flight winners. All first-place flight winners are paid with Pro Shop credits. Send the trophies to the engravers to add the new winners' names. The trophies are displayed and awards presented at the April luncheon.

Most Improved Golfer : The Most Improved Golfer is determined by AGA, and the Handicap Chair will provide the name. Obtain a check from the Treasurer and prepare an envelope with the cash reward. The Tournament Chair presents this award at the December luncheon.

President's Gift: The Chair presents the outgoing President with a gift at the December Luncheon. Consult with the Treasurer on the amount of the gift. It can be cash or a gift card. In past years it has been a \$100 gift card to her favorite store. You can consult with her friends for suggestions. The Treasurer will reimburse the cost of the gift when a receipt is turned in.

Orientation Duties:

Although ladies may join AGA and PVLGA at any time of the year, the primary membership period begins in October and runs through December.

The Membership Chair will forward the information of any new member

as soon as they join.

The New Member Orientation Chair will contact the new members by phone or email as soon as possible to welcome them to the club and to provide them some basic information and refer them to the website for additional information.

She will assign each new member a “big sister” to be her primary contact for questions, etc.

The Orientation Chair will conduct multiple in person orientations during the membership period where she will cover all aspects of the PVLGA and the PV course.

Chairs of other committees will assist with this.

COMMUNICATIONS / WEBSITE CHAIR

Requirements of the position:

The Chair must have the ability and desire to create and maintain components of a website in a timely manner. The Chair must be familiar with mass email systems and be able to use Word and Excel or similar programs.

Website: In order for a website to be productive and useful to our members, it must be kept up to date. This job includes posting weekly game results, the ringer results, board and general meeting minutes, monthly treasurer’s reports and other items as needed.

The posting of all other relevant information must be monitored and updated as needed.

The website may be altered, pages added or removed, or the format changed at the discretion and ability of the Chair.

The Chair also maintains the Online Membership Directory. She updates the Directory in January adding new members and deleting those who did not rejoin. She may get assistance from other to get photos of all new members.

Emails: The email program used may be selected by the Chair. She is responsible for sending informational emails to members as needed and directed by the President. This responsibility includes keeping a current list of member email addresses.

COURTESY CHAIR

The Courtesy Chair is responsible for sending Get Well and Sympathy cards on behalf of the PVLGA to members and/or their spouses who are ill, injured or suffering the loss of a loved one. The Chair relies on club members to pass along such verified information as it becomes available.

Expenses for cards, stamps and memorials are budgeted annually, and the Chair will be reimbursed when bills are submitted to the Treasurer.

Memorials in the amount of \$25 will be sent in memory of a club member to her favorite charity.

A note is posted on the bulletin board each time a card is sent so all club members have the current information.

A report will be made to the General Board at each meeting. A log of all cards and memorials will be maintained by the Courtesy Chair.

GOLF COMMITTEE REPRESENTATIVE

The PVLGA Representative represents PVLGA at the Golf Committee meetings. She will consult with and seek direction from the Executive Board when there are significant issues that affect PVLGA members and will vote accordingly.

The PVLGA President appoints the Representative and sends a letter to the HOA Board of Directors advising them of this appointment. She will serve no more than two 2-year terms in accordance with HOA policy.

The PVLGA Golf Committee Representative will give a report from the Golf Committee meetings at PVLGA General Board Meetings and will provide a copy of the report to the Communication Chair to post online and in the PVLGA lounge.

MEMBERSHIP / HANDICAP CHAIR

Membership Duties:

Requirements of the position: The Membership Chair must have the ability to create and utilize components of a website and be able to create Word documents and Excel spreadsheets or equivalent.

The PVLGA membership year is the same as the AGA year which is January 1 to December 31. The Membership Chair will select additional members as needed to assist the committee with the following tasks:

In April, the Membership Chair will coordinate with the Treasurer to recommend rates for PVLGA membership for the coming year to the Exec Board. She will provide this information to AGA and will work with them to make the online join/renew process as straight forward as possible for our existing and prospective members.

In September, the Membership Chair will provide instructions for the membership for how to complete the join/renew process. She will send the instructions and the link to the AGA website when it is available for join/renew. Typically, this is the first week of October.

The Membership Chair is advised electronically by USGA of all new and renewing memberships as well as Handicap Only, Ringers and CAGD. She will maintain records via spreadsheets and/or the AGA admin and golf nations web portals of all persons as they join or renew via the AGA website. She will generate roster reports and other reports as requested for each of the functions listed above as well as new members to the club.

She will ensure that her records agree with the club Treasurer's records. She will provide the following reports at the end of the membership cycle (December 31).

Complete roster of club members	Post on Bulletin Board in Ladies Lounge
	Copy to Pro Shop
	Copy to Exec Board
	Copy to Communications Chair

List of members who signed up for the Ringer	Ringer Chair
List of members who signed up for HO1	Hole in One Chair
List of members who signed up for CAGD	AGA/CAGD Chair
List of New Members	Orientation Chair
	Communication Chair
	Exec & General Board

Handicap Duties:

A Handicap Committee is established by a golf club and is responsible for ensuring compliance with the golf club's specified obligations and

responsibilities under the Rules of Handicapping. The Chair of the committee will ensure that the following tasks are completed and will report on these activities at General Board Meetings.

- Major Tournaments (Presidents Cup and Club Championship)

The Handicap Chair is responsible for ensuring that players are eligible for these tournaments based on the requirements established in the bylaws and/or standing rules. They will advise the Pro Shop and the Tournament Chair of eligible players by the Saturday preceding the tournament. She will notify any ladies who signed up that are not eligible.

- Most Improved Golfer

On December 31 of each year, the Most Improved Player in the club is determined using the report provided by AGA on the admin portal. The Handicap Chair will ensure that the person selected has played the requisite number of rounds specified in the bylaws/standing rules for eligibility. The Award will be presented at the January luncheon in accordance with the amount budgeted for this award.

- Special Events

The Handicap Chair will assist special event chairs by verifying handicaps, handicap differentials and/or any requirements set for that event by the bylaws/standing rules.

- General

The Handicap Chair will ensure that all players are informed handicapping rules and are advised of changes that may be implemented by AGA.

The Chair will conduct peer reviews to ensure that games played at PV and CW are being posted as required by AGA. Penalty scores may be posted for rounds not posted when approved by the Executive Board.

PARLIAMENTARIAN CHAIR

- Be knowledgeable of PVLGA Bylaws and Standing Rules.
- Be conversant with basic parliamentary procedure. Refer to Roberts Rules of Order for information on any matter not covered in the PVLGA Bylaws and Standing Rules.
- Act as Chair of Committees to alter, revise, amend or change the Bylaws or Standing Rules.
- Advise the President on matters of parliamentary procedure in all assemblies, board meetings, committee meetings, etc.
- The President may ask the Parliamentarian to state or explain the Parliamentary rulings to the assembly.

It should be noted that in an informal and loosely knit organization such as PVLGA, it is neither necessary nor wise to expect or desire strict parliamentary procedure in the conduct of all meetings. A breach of parliamentary procedure frequently is of no grave consequence and rarely would make any definitive change in the final action of the assembly. Parliamentary procedure is essentially basic courtesy in the orderly agenda of an assembly. However, if there is a hotly contested item of business, it is useful to enforce strict parliamentary procedure to keep order in the meeting.

PUBLICITY CHAIR

The Publicity Chair writes articles for the Sun Lakes Splash and submits them by the deadline. Articles should include PVLGA news and golf scores of the tournaments or events concluded in that month. Articles may also include upcoming events, human interest stories and special events. She will take photos at the events to accompany the article.

RINGER / HOLE IN ONE CHAIR

Requirements of the Position:

The Ringer chair must have the computer skills to input all postable scores for each participant on a weekly basis.

Description: The Ringer season is from January through the end of April, will break for the summer, and resume Nov. 1 to Dec. 31.

The Chair will collect the score cards from the Pro Shop, post the scores, print a copy of the Ringer report, send it to the Communications Chair for website posting, and post it on the bulletin board in the Ladies Lounge.

Participants are flighted based on their handicap index on January 1. In order to participate they must be a PVLGA member before the final cutoff date. After the cutoff date, no new participants are allowed to join.

The Ringer is divided into flights (A, B, C, D etc.) of equal or near equal participants in each flight with A being the lowest handicap index.

Ringer winners from the previous year will be announced and payouts distributed at the January luncheon.

Prior to the January luncheon, the Ringer Chair will:

- Have the Treasurer issue a check to her for the total amount of Ringer money collected for the season.
- Make a list of participants in each flight and their final score. From this, the top three places in each flight will be determined. There may be ties.
- Place cash in the amount to be awarded to the winners in each flight into envelopes for presentation at the January luncheon.

Hole in One Duties:

Keep records of members who get a hole in one on ladies day. Notify the Treasurer, Publicity Chair, Website/Communications Chair of the hole in one. Update and post historic record of member hole in one's in the ladies lounge.

RULES CHAIR

The Rules Chair must be knowledgeable of the current USGA Rules of Golf and Local Rules approved for use at Palo Verde. She will ensure that the membership is informed of the USGA Rules of Golf and changes to same through information posted on our website and/or sent via email to each member.

The Rules Committee shall, with the President and Club Pro act as a Grievance Committee to settle all disputes and disagreements that may arise among the members.

Their decision shall be final.

Classes may be offered when changes are made to the USGA rules or to the Local Rules adopted by Palo Verde golf course.

SPECIAL EVENTS COORDINATOR

The Special Events Coordinator is responsible for assisting the President/Vice President in soliciting Chairs for each of the special events for the following year. These events include the following, but every event may not be held every year.

January Business Meeting and Luncheon

March Business Meeting and Luncheon (Member Member)

May Business Meeting and Luncheon

October Business Meeting and Luncheon

December Business Meeting and Luncheon

Cotton Verde

Member Guest

Men/Women Challenge

PICO

Course Invitationals: (Palo Verde, Sunbird, Springfield, Sun Lakes CC)

The Special Events Coordinator will meet with Catering in October to make reservations for the following years' events and get current meal options and pricing.

The Special Events Coordinator will meet with the Event Chairs/Committees at least one month prior to the event to:

- Provide them with the Event History Book for the event which contains the history of the event for at least the last 5 years.
- Provide the current meal options and pricing.
- Provide the budget provided by the club, if any.
- Ensure the committee understands the usual process for planning and conducting a special event.

- Review the forms that need to be completed and the timing of events in the planning stage.
- Review and inform them about the Online registration process for the event.

Once the poster and signup sheet for the event is posted, the Special Events Coordinator will collect the luncheon checks and mark members paid if applicable.

When the event is over, she will get the book and make sure the documentation for that year is complete.

TOURNAMENT CHAIR

The Tournament Chair will conduct the President's Cup and the Club Championship Tournaments.

She will post a signup sheet for the tournaments in the Ladies Lounge one month prior to the event. She will coordinate with the Handicap Chair to ensure the eligibility of all entrants.

She will provide refreshments for these functions as approved by the Board.

She will provide a list of winners of each tournament to the Awards Chair.