

SWGA President Responsibilities

Throughout the Year:

- Assume responsibility for ensuring that SERP rules are known and applied.
- Serve as a member of and/or appoint a representative to the SERP Recreation Committee.
- Gain a thorough understanding of the SWGA “Constitution” and “Standing Rules”.
- Set up board meeting schedule and prepare for board meetings. A monthly schedule is suggested, such as “the second Tuesday of every month”. Coordinate agendas with the timeline for the year.
- Send date, time, location, and agenda to board members in advance of each monthly meeting.
- Preside at SWGA Board Meetings and review meeting minutes for accuracy.
- In addition to casting a vote as a board member, cast the deciding vote in all matters before the Board in case of a tie
- Settle disputes by working with and advising other board members—this could involve speaking with “problem” people.

Before Tournament and League Play Begins:

- Meet with SERP to submit request for SERP subsidy. This is done in November/early December. Work with treasurer and/or outgoing President if you are new to this process.
- Jan/Feb—Ensure that lessons are arranged for interested members, usually arranged by the Mentorship Director.
- Review all Board Member Responsibilities in order to guide board members throughout the season.
- Oversee the Annual Membership Drive, which culminates in the **Registration and Informational Membership Meeting**.
- Preside at the **Registration and Informational Membership Meeting**.
- Establish a Handicap Committee. See SWGA Constitution Article II, Section 9. Recommended committee members might be a) the Handicap Director plus the League Directors, b) the Handicap Director, the R9H League Director, plus the Tournament Director, or c) three or more members chosen at the President’s discretion.

After Tournament and League Play Begins:

- Aug/Sept--Send notice to membership of the location of the SWGA Board Volunteer form (SWGA Home Page). Recruit members to fill vacant positions in an attempt to have a full slate before the **End-of-Year Membership Meeting/Banquet**. Understand the SERP requirements for the executive portion of the board as well as the term limitations.

After Tournament and League Play Ends:

- Preside over the **End-of-Year Membership Meeting/Banquet**
- Work with Board to establish next season’s budget. Meet with SERP to submit request for SERP subsidy in November/early December. If there is a transition to a new president, the exiting president should assist the new president with the request for subsidy.
- Work with incoming President/Treasurer to update the bank signature card.

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Suggested Monthly Agenda Items for SWGA Board Meetings

Each monthly board meeting should include the following agenda items:

- Treasurer's report
- Report from R9H director
- Report from Par 3 director
- Report from Tournament director
- Reports from other board members (such as Handicap director and Mentorship director) as needed

In addition, some months have specific agenda items as recommended below:

January	<p>Plan for <i>Registration and Informational Membership Meeting</i></p> <ul style="list-style-type: none"> • Board determines date • VP sets up location and coordinates logistics • President/VP/Treasurer determine budget for food/door prizes. • Tournament director sets up tournament schedule for the year (work with SGA) – usually complete by membership meeting • President and Mentorship director set up lessons and clinics – dates to be announced at membership meeting • VP or designate arranges blitz at SNL cafeteria
February	<p>Check status and close loops in plan for <i>Registration and Informational Membership Meeting</i></p>
March/April	<p>Make sure all is taken care of for start of season. This includes reports from R9H and Par 3 directors regarding completion of match schedules for their respective leagues.</p>
May/June/July	<p>Discuss issues related to league and tournament play as needed. This may include questions on rules, monitoring handicaps, addressing questions or complaints from the membership</p>
August/September	<p>Plan for <i>End-Of-Year Membership Meeting/Banquet</i></p> <ul style="list-style-type: none"> • Board determines date • VP sets up location and coordinates logistics • President/VP/Treasurer determine budget for awards, door prizes, etc. • Coordinate who will purchase which awards and prizes • Recruit candidates for next year's board so slate can be presented and voted on at meeting