

**HERON LAKES WOMEN'S 18-HOLE GOLF CLUB**

**JOB DESCRIPTION**

**PRESIDENT**

1. The office of President is filled annually by vote of the membership.
2. The President and the other officers (Vice President, Secretary, and Treasurer) are nominated by the Nominating Committee at the February meeting. The names are placed on the board during the month of February so all members are aware of the nominees. They are voted on and elected in the month of March and installed in the month of April. The new year begins the first of May or the new officers elected at the April meeting. The nominating committee should be made up of past presidents of which the President will meet for the new slate for the following year during the month of January and February.
3. The President appoints and announces a Chairperson for all committees. She will begin this process ASAP after her election in April.
4. The President is responsible for calling a Budget Meeting with the Treasurer as early as possible after election. She may request the presence of the elected officers, the committee chairpersons and the Past President. At this budget meeting, consideration will be given to all expenses deemed worthy of the club. All Board members will help to determine the budget for the following year. The Treasurer will make a copy of the budget for all those who attend.
5. The President will meet with Board members one week in advance of the Brown Bag meeting which are the first Tuesday of each month. The Board will discuss all pertinent information needed to be placed on the agenda for the first Tuesday of the month, Brown Bag.
6. The President will meet with the Board of Directors (consisting of the officers, tournament and handicap chairpersons, and the Past President), whenever she requires assistance with interpreting and enforcing the club's rules and by-laws. A quorum or majority, of the Board must be present for voting purposes. The President should review the Rules and By-Laws with the Board once a year.
7. Membership Brown Bag meetings are held monthly (November through April) on the first Tuesday immediately following golf play. The President will chair these meetings, (and the Past President), whenever she requires assistance with interpreting and enforcing the club's rules and by-laws. A quorum, or majority, of the Board must be

present for voting purposes. The President should review the Rules and By-Laws with the Board once a year.

8. Membership Brown Bag meetings are held monthly (November through April) on the first Tuesday immediately following golf play. The President will chair these meetings, using Roberts Rules of Order. She will call on the Secretary to read the minutes of the last meeting, for the Treasurer's report, for reports from the Committee Chairs, and report any business of the Golf Advisory Committee pertinent to our club. She will develop an agenda of items requiring discussion or attention of the membership.
9. Since the President is responsible for overseeing the fulfillment of all officers' duties, she should review each officer's job description and act as coordinator of all Club business.
10. The President will be a member of the Golf Advisory Board, which meet several times during the year.