

Tournament Director/Coordinator

Job Description

Time Commitment:

Approximately 2 to 6 hours per week, within the season, along with reasonable accessibility as determined by the Board of Directors. Time required will be dictated by Men's Club commitments and may vary depending on associated activities..

Position Summary/Purpose:

Utilizing a web-based communication channel, communicate to all members, organize and coordinate all activities and details implicitly involved with each tournament throughout the season. Administer and implement processes that allow for tournament scheduling, participation, tournament format, and coordination of player winnings.

Primary Responsibilities

- Coordinate each tournament and tournament sign-up
- Communicate player status; tournament format and rules
- Set up scoring processes and print score cards
- Communicate relevant details of tournament activity directly to each golf course
- Determine final results and payouts of each tournament; communicate to all members and golf courses
- Have working knowledge of website design and maintenance
- Calculate and communicate player points and earnings
- Communicate information to all members about tournament results, performance and pertinent issues to the execution of future events
- Responsible for the coordination of membership packet information

Additional Responsibilities

- Attend required board meetings as scheduled
- Solicit member feedback on potential future improvements
- Actively participate in annual scheduling of tournaments

Knowledge and Skill requirements

- Working technical knowledge of web site and Golf Genius Programs
- Detailed understanding of various tournament formats, rules and regulations
- Excellent personal integrity
- A minimum of 1 year as a member of the Men's Club

Secretary/Treasurer

Job Description

Time Commitment:

Approximately 2 hours per week during application receiving period (Feb – Apr).
Approximately 1 hour per week, within the season, along with reasonable accessibility as determined by the Board of Directors. Time required will be dictated by Men's Club commitments and may vary depending on associated activities.

Position Summary/Purpose:

Treasurer: to maintain financial records acceptable for tax reporting, reporting to the Board of Directors, the Audit Committee and membership.

Secretary: to keep minutes of the Board of Director meeting; to maintain a record of decisions made and policies established; and to maintain the bylaws and all organizational records of the Men's Club.

Primary Responsibilities

- Coordinate annual mailings and distribution of membership applications
- Retrieve applications from PO Box and maintain all current membership information in the appropriate database.
- Deposit all monies and funds; and reconcile all banking accounts
- Pay all bills due; prepare and deliver checks to golf courses for tournament payouts; and maintain records required for tax reporting.
- Provide appropriate routine and annual financial reports; meet with Audit Committee for approval; and submit final financial reports to the Board of Directors and to Aurora Golf.
- Keep minutes of the Board of Director meetings; and maintain a record of all policy decisions made by the Board.
- Maintain the bylaws and other organizational records of the Men's Club

Additional Responsibilities

- Attend required board meetings as scheduled
- Solicit member feedback as to potential future improvement
- Actively participate in the annual planning meetings and communicate appropriate financial implications
- Provide input and guidance to annual fees and available tournament funds

Knowledge and Skill Requirements

- Working knowledge of basic bookkeeping practices
- Excellent personal integrity
- A minimum of 1 year as a member of the Men's Club

Handicap Coordinator

Job Description

Time Commitment – Approximately 1 hour per month, within the season, along with reasonable accessibility as determined by the Board of Directors. Time required will be dictated by Men's Club commitments and may vary depending on associated activities.

Position Summary/Purpose:

The purpose of this position is to oversee, advise and assist the membership and Board of Directors in assessing all appropriate information as it relates to handicap policy, process and membership to comply with GHIN requirements

Primary Responsibilities:

- Discuss all pertinent information with membership and determine appropriate action as it relates to obtaining an accurate GHIN
- Monitor the scoring history of all members to determine potential inaccuracy to members' GHIN
- Routine monitor membership timeliness of GHIN entries; and assess the validity of all members handicap ratings
- Communicate to the Board of Directors any inappropriate membership activity as it relates to handicap
- Routine participation with the CGA to ensure complete understanding and correctness of all rules, guidelines and policies as it relates to handicap
- Advise members and Board of any appropriate golf rules and policies so as to remain consistent and comply with all CGA/GHIN requirements
- Discuss any deviation as it relates to improprieties of rules and regulations with members directly and communicate as appropriate with board

Additional Responsibilities:

- Attend required board meetings as scheduled
- Solicit member feedback as to potential improvement
- Actively participate in the annual planning of membership tournaments
- Work closely with Tournament Director on all tournaments and support as necessary

Knowledge and Skill Requirements:

- Thorough knowledge, experience and understanding of the "rules of golf"
- Routine certification by CGA to represent the Men's Club so as to remain in good standing
- Excellent personal integrity
- A minimum of 1 year as a member of the Men's Club