

New Membership Representative  
Arizona Golf Association (AGA) Delegate/Representative  
Northern Arizona Women's Golf Association (NAWGA) Representative

Description

The New Membership Representative is the main point of contact for any inquiries or questions regarding the league. Responds to inquiries within 24 hours. Posts their contact information on bulletin board. Advises new members of league costs and guides them through the registration process. Maintains and distributes the league roster to members and places an updated copy in the league binder each time a member joins.

The AGA Delegate/Representative works to improve communication between the AZ Golf (azgolf.org), their constituents, and the members of the Antelope Hills Golfing Gals club. Their involvement helps to promote the game of golf to members of our club. Attendance at the annual meeting is encouraged. Serve as the main point of contact for the State Medallion Tournament.

The NAWGA Representative (nawga.org) shares information about upcoming events with our club.

Respond to rules questions when the main rules person is not available.

Duties/Responsibilities

- As the New Member Representative, respond to general inquiries regarding membership. Maintain and distribute the league roster.
- Share information regarding upcoming NAWGA tournaments.
- Serve as the communication link between the AGA and the club. Notify AGA of club officer changes via the online club officer form or email. Help ensure club members are aware of, and understand, the full benefits of AZ Golf membership services and disseminate AGA information to club members.
- Contact AGA with any questions, ideas, or concerns. Notify AGA of club officer changes.
- Complete the on-line form to request hole-in-one recognition or Shoot Your Age certificate. Present the certificate to the recipient upon receipt.
- Provide the Executive Board and/or Activities Director the dates for the next year's State Medallion in early January. The State Medallion can be held in conjunction with other games of the day rather than holding a separate tournament and must be played on the same course (South course highly recommended). Begin the tournament in the May timeframe so, members from others areas have the opportunity to participate.
- Order State Medallions from the AGA for the year (any time during January or after).
- Contact the club winners and give them 48 hours to make a decision if they will be attending the State Medallion Tournament held in January of the following year. Notify AGA of the club Medallion winners for the 9-18-hole tournament.
- Communicate with the State Medallion winners on dates for the upcoming tournament. Share the on-line registration information and notify the winners they are responsible to register and pay the registration fee themselves (typically in the November timeframe.) Notify the Treasurer to reimburse part of the registration fee to participants attending the State Medallion Tournament.
- Present the State Medallions to the winners.
- Attend the AGA Annual Meeting (typically held in the February timeframe in the Phoenix/Scottsdale area whenever possible.) Also, register for and attend the AGA Delegate/Representative workshop.
- Respond to rules questions as needed in absence of the main rule's person.
- Serve as a member of the Executive Board of the Antelope Hills Golfing Gals club. Serve the term as designated by the By-Laws.

### **Activities Director**

Activities Director is responsible for managing the league's bulletin board and monthly calendar, weekly games, club meeting, interclub and NAWGA tournaments should appear on the calendar. Additionally, this person will choose game day games, assist with the scheduling of league functions and away day rounds. The Activity Director will also serve as the league's "feel good" person in that cards and well wishes will be sent as necessary to express the league's support in its membership.

### **Membership Representative**

Membership Rep is the main point of contact for any inquires or questions regarding the league. All inquiries should be responded to within 24 hours. Her contact information should be clearly posted on the Golfing Gals bulletin board. Membership Rep should be able to advise new members of league costs and guide them through the registration process. She is responsible for maintaining and distributing the league roster to the league and placing an updated copy in the league binder each time a new member joins

### **AGA Representative**

AGA Representatives are charged with being the communications link between the AGA and the league's Executive Committee, it's constituents, club and/or course. They will receive regular communications from the AGA, are expected to share it with their constituents, and convey issues back to the Association, including responding to surveys, from time to time. Attendance at the Annual Meeting is encouraged. Additionally, the AGA Rep will be the main point of contact for the state Medallion Tournament and will work with the President to schedule qualifying tournaments and record qualifying scores.

### **NAWGA REPRESENTATIVE**

Basically has the same responsibilities listed for the AGA Rep, but pertaining to the Northern Arizona Women's Golf Association.

### **Weekly Starter**

The weekly starter will be contacted by interested players each week via email. On the day of play the starter will verify that players have checked in and assign them to the group in which they will play. She must inform them of the Game of the Day if a game is being played. Ask if they want to participate in the Chip in, then mark that they've paid. On the second Tuesday of the month, she will pull the CP stake and tape measure from the pro shop and send it out with the first group. The starting sheets are made up to give everyone a chance to play with everyone. If the players wanting to play 18 want to try to trade groups with another player, it's on them to make changes by consent with the person they want to change with.