

CORONADO WOMEN'S GOLF CLUB

PRESIDENT'S HANDBOOK

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Mixed Tournament Schedules, Payoffs

Board Job Descriptions are in a separate volume.

Duties & Procedures of the President

The President shall preside at all meetings of the Club and the Executive Board. She shall guide, direct and supervise generally all the activities and policies of the Club. She shall appoint all special committees, chairmen or assistants and delegates to other club associations and functions as deemed necessary. She shall call any special meetings of the Club or Executive Board at any time she deems desirable to assist her in the performance of her duties herein prescribed.

1. Per the bylaws, “Any member of the Executive Board failing to attend three (3) consecutive Board meetings shall be automatically dismissed and her replacement selected by the remaining Board Members.”
2. “All members of the Executive Board shall be required to submit an annual report to the President before the end of their term of office.” Ask for these in July.

Much work has been done to document the various jobs and activities of the Club. It is critical that the President insist on the proper maintenance and update of all Club documentation.

Changes in Club policies voted upon by the Board (and membership, if applicable) must be translated for and published in the appropriate document/manual/handbook (by-laws, standing rules, local rules).

PLEASE NOTE:

As you perform your duties, **PLEASE AMEND THIS OUTLINE** to improve the efficiency and effectiveness of future members holding this position.

The President of the CWGC sets the pace of the Club with her vision and leadership. Having set goals and common vision for the year, it is her responsibility to delegate responsibilities to the Executive Board and appointed officers and support them in achieving their individual goals for the good of the Club and its Membership.

It is the responsibility of the President to strive for good communication between and among herself and the Board, the Appointed Officers and the Membership. Clear and honest communication defuses friction and helps to create harmony among the members, ensuring a strong and effective organization.