

LVWGA GUIDELINES: PRESIDENT

By-Laws:

The President (or in her absence the Vice-President) shall preside at the Board meetings and the official General meetings of the Association and shall have general supervision over the affairs of the Association.

The President shall appoint (with approval of the Executive Board) all Chairwomen and Representatives, the Parliamentarian, and an Auditor. The Executive Board and Committee Chairwomen shall comprise the General Board and conduct the general management of all affairs of the organization. Any vacancy which occurs (e.e., Executive or General Board, Representative) during the year shall be filled by the President with the majority approval of the Executive Board.

The President shall be responsible for ensuring that all Guidelines (for each position held by the Executive Board, General Board, and Representatives) are updated on an annual basis. At the end of the year, the President will forward these Guidelines to the incoming President for distribution to the new Executive and General Board members, and Representatives at the beginning of the new year.

The President shall be responsible for appointing a 3-person Nominating Committee to select the next year's Executive Board. Names of the Nominating Committee members shall be posted and emailed to LVWGA members on or before the first Wednesday in September. **(Rev: November 2022)**

The President may participate as an ex-officio member of all committees, except the Nominating Committee. She also shall appoint special committees as the necessity for them may arise, and in each case, prescribe their duties and powers.

Responsibilities (GENERAL):

1. The President shall attend all Board and General Meetings and be prepared to report on any activity occurring within her area of responsibility. If unable to attend the meeting, the President will inform the Vice-President who will preside over the meeting (or her designee if the Vice-President is unable to attend).
2. General meetings shall be announced and presided over by the President on the 2nd Wednesday of January and December. Meetings for March, October, and November shall be held on the 1st Wednesday. Time and place will be determined by the President.
3. The President will develop the LVWGA Budget and have ready for approval at the Board meeting in March.
4. The President will be responsible for making sure the website domain is current. The President should have the information necessary to access the Website as well as Sign-up Genius accounts. This information should be provided to the President by the Webmaster Chairwoman. The President will work with the Webmaster Chairwoman on the contract negotiations with the company selected. Must pay attention to the yearly costs associated with backup charges and domain registration. If domain registration is not done on time, the domain name could be lost. There are 3 bills associated with the website. Two of the bills are due on a yearly basis (combined they are less than \$100.00). The 3rd bill is a little less than \$300.00 for a 2 year plan

which the WGA has done up to this time. Therefore, it has been paid every other year (it was cheaper to do it that way). This decision is totally up to the Executive Board. Not knowing what the future holds, the organization may want to continue in this manner or begin paying this bill on a yearly basis as well. Typically, the Chairwoman receives the bills via email and brings them to the Board for payment approval. The Chairwoman pays the bills online using her personal credit card and submits the bills to the WGA for reimbursement. If done in a timely manner, the Chairwoman gets reimbursed by the WGA before the credit card bill is due so that she is not coming out of pocket for these expenses.

5. Instruct the Treasurer to provide the financial reports and checkbook to the Auditor for year end audit and tax filing.
6. The President's records will be kept for a 2-year period. All records older than 2 years should be shredded.
7. Any changes or questions regarding the Guidelines (of all Chairwomen and Representatives) shall be referred to the President.
8. Turn over all materials to the incoming President for a smooth transition into the upcoming year. Provide a list of any holdover items or suggestions to the new President.

Responsibilities: OUTGOING PRESIDENT

September/October:

- a) Once the slate of Officers is posted by the Nominating Committee (at least 30 days prior to the election), the President-nominee may work with the current President, and Play Day and Tournament Chairwomen to schedule play days and tournaments for the following year (i.e., March through February of the following year).
- b) The President-nominee should be aware of dates for LVWGA official play days and tournaments, CTLG, and any other special dates to ensure that everything that is to be played on the Lago Vista Golf Course is reflected on the Pro Shop schedule. If applicable, check with the Inter-Club Representative regarding plans for any upcoming Challenges or play with outside Clubs.

December:

- a) The President shall host the December Board Meeting (at her home or other location of her choosing) for the Board members and Representatives. She will provide lunch and preside over a short Board Meeting.
- b) The President shall arrange for the auditor and will instruct the treasurer to turn financial reports over to the auditor.

Responsibilities: INCOMING/NEW PRESIDENT

November:

- a) After elections are held, meet with the Executive Board to discuss appointments to the positions of Chairwomen, Representatives, Parliamentarian, and Auditor. Appointments to these positions

must have approval of the Executive Board. Also, discuss possible goals/objectives for the year to ensure there is collaboration as to how the organization will function throughout the year.

- b) Work with the Play Day and Tournament Chairwomen to schedule play days and tournaments for the following year (i.e., March through February of the following year).

December:

Write letter(s) for ad solicitation.

- a) The letter is to thank current advertisers for their support and encourage all potential businesses (old and new) to take an ad out for the following year on the LVWGA Website.
- b) The letter(s) should include current pricing and ad sizes as well as where the ads will appear (i.e., LVWGA website) and the benefits of advertising with the LVWGA.
- c) Set up schedule of Board meetings for the year and inform Board members.

January:

- a) Begin working on the Budget for the year.
- b) Go with the Treasurer to Security Bank to sign documents for checking account.
- c) Notify the Chamber and President's organizations of the new President's contact information.

February:

- a) Continue to work on the Budget. Present the Budget to the Board for approval at the Board meeting preceding the March General Meeting.

March:

- a) Have the LVWGA Budget ready to present at the March General Meeting. Once approved, send to ALL LVWGA members via email.
- b) Check in with the Tournament Chairwoman about plans for Eclectic and Spring Fling Tournaments.

August:

- a) The President shall appoint a 3-person Nominating Committee. (See LVWGA BY-LAWS, ARTICLE V – ELECTIONS). Members of the Nominating Committee must be posted on the LVWGA bulletin board and should be emailed to the LVWGA membership on or before the first Wednesday in September.
- b) Check in with the Tournament Chairwoman about plans for the Lago Cup, Fall Classic, and Club Championship tournaments. Also check with the Vice President since all of these tournaments have luncheons after the tournament.

(Rev: December 2022)