

# CSRA Club Representative Duties

## I-M.CLUB REPRESENTATIVES

**General:** Each Representative shall represent her club members by performing duties within the CSRA WGA organization

### **Specific:**

#### Monthly:

- Attend all board meetings or send a substitute in her place.
- Prepare and submit a list of any new members along with a dues check and the new-member information sheet.
- Inform the Board of any calendar changes and/or additions such as dates for member-guest events and invitationals.
- Report any relevant CSRA business to her membership, or call a meeting to take a vote on any issues called for by the CSRA Board of Directors.
- Post a copy of that month's board minutes in a visible place as needed per club.
- Receive and post the sign-up sheet for next month's tournament event.
- Collect checks for the tournament event fees from all members who sign up to play.
- Submit a tournament entry form with a list of all women who signed up to play, along with one check for their entry fees.
- Check the rounds played by each player via the internet to ensure player eligibility for the Montenyohl.

#### Yearly:

- Coordinate with her club professional the dates for the Board meeting and the assigned tournament.
- Carefully prepare and submit the list of new members for the October meeting.
- Submit a check for those new members' membership fees.
- Complete any further information as required by the CSRA secretary.
- Distribute the handbooks to each CSRA member at her club.

#### Lady-Pro

- Post the relevant Lady-Pro flyer and sign-up sheet.
- Review the Lady-Pro procedures in the Tournament Guide.
- Submit a tournament entry form with a list of players.
- Pay the entry fee for the team.

#### Montenyohl Tournament

- If hosting the Montenyohl tournament, consult closely with the Tournament Chairmans to duties. In general, they will be the same as hosting a tournament event. See the Tournament Guide.

#### Hosting a tournament event:

- The Club Representative is expected to follow exactly the procedures in the Tournament Guide.