

## **DUTIES OF THE LGA PRESIDENT**

As stated in the LGA By-Laws, the President will preside at all meetings of the Association. She will appoint standing committee chairpersons, as indicated in the By-Laws. She shall also appoint whatever special committees may become necessary during the year. She will serve as ex-officio member of all committees.

Other duties include:

Post election:

- Review existing board positions. Fill vacancies. Historically president has inquired of existing chairs their desire to remain in their position prior to filling the position for the upcoming year.
- Establish any ad hoc committees and appoint chairs (ongoing throughout the term).
- Hold executive committee meeting to set budget for upcoming year.
- Work with Vice President on agenda for kick-off meeting.
- President inquires of board members agenda items to be included in the next meeting.

January:

- Lead kick-off dinner meeting.
- Consider frequency of board meeting and advise board members.

On-Going:

- Set agenda and lead general meetings at shotguns.
- Receive feedback from members and take appropriate action. Some concerns can be handled at a committee level, executive committee level or brought before the entire board. Work with the board to develop initiatives and take action on items that need updating or revision.
- Serve as a member of the BOG Golf Committee.
- Submit the LGA events for the year so that they are put on the yearly Club Golf Calendar (September).
- Maintain current files of all standing committee SOPs
- Appoint the chairman of the nominating committee for the annual election of officers, who in turn, will select her committee to identify candidates for the Executive Board (usually late June).

September 17, 2021

## **Month-by-Month**

**September** – The name of incoming president is presented at the General Meeting (shotgun). If there is no opposition, the incoming president is confirmed.

CALENDAR - The current president will work with the incoming president and Exec Board to create the LGA calendar for the following year. The incoming president will present the calendar to the ProShop by the middle of October.

### **November** –

GENERAL BOARD - Establish the members on the General Board.

BUDGET – The incoming Exec Board will create a budget for the upcoming year.

REGISTRATION FORM – Ensure the treasurer send the upcoming Registration Form to the membership the weekend following Thanksgiving.

### **December** –

KICKOFF – Plan this with the VP and Social Chair(s)

PLAY with the PRO – Ensure the VP has plans for this at the Kick-off

### **January** –

HOST KICKOFF

SHOTGUNS – Contact Social Chair and Scoring Chair to ensure coordination of shotguns throughout the year.

### **February** –

GENERAL BOARD MEETING – 1<sup>st</sup> Thursday of the month

Events of note – March Shotgun, March Match Play

### **March** –

GENERAL BOARD MEETING – 1<sup>st</sup> Thursday of the month

### **April** –

No meetings due to The Masters

### **May** –

GENERAL BOARD MEETING – 1<sup>st</sup> Thursday of the month

Events of Note – May Shotgun (Presidents' Appreciation), Ham & Egg

### **June** –

GENERAL BOARD MEETING – 1<sup>st</sup> Thursday of the month

Events of Note – Niners/LGA shotgun, Exchange Day with The Reserve

### **July** –

GENERAL BOARD MEETING – Meet if needed, or once in summer (August?)

NOMINATING COMMITTEE – Appoint a chair for the Nominating Committee for the Slate of Officers for the upcoming year.

September 17, 2021

**August –**

GENERAL BOARD MEETING – see July’s note

**September –**

GENERAL BOARD MEETING – 1<sup>st</sup> Thursday of the month

NOMINATING COMMITTEE – The upcoming slate of officers will be presented/voted on at the General Meeting shotgun.

**October –**

GENERAL BOARD MEETING – 1<sup>st</sup> Thursday of the month

Events of Note – Solheim, Member/Member

**November –**

GENERAL BOARD MEETING – 1<sup>st</sup> Thursday of the month

Events of Note – Member/Member, November Shotgun

**December –**

LAST MEETING OF THE YEAR – Christmas celebration