

NWGA CLUB REP RESPONSIBILITIES

June 5, 2019

About Your Members

1. The first of the year, notify **2nd Vice President** of any NWGA members that are no longer members of your club and/or in your 18-hole group.
2. Prior to the February 1 dues deadline, follow-up with any of your Club's NWGA members who have not paid their dues.
3. Take a group photo(s) of your NWGA members and submit to **Website/Communications Chair by May 1, 2019**. Photos can be added for new members throughout the year.
4. Throughout the season post NWGA news and information on your club bulletin board and through emails to make sure your club members are informed regarding the policies and procedures of the NWGA.
5. Notify **NWGA Secretary**, with any deaths, illnesses or important news of NWGA members at your Club so others may be informed.
6. Distribute NWGA Handbooks to your NWGA members at the beginning of season.
7. Distribute golf balls to Play Day and Event winners during the year as directed by the **1st Vice President**.

About New Members

1. Prospective new members must belong to your club's 18-hole group, have a USGA index of 19.0 or lower, must maintain it for 8 weeks, and have 20 scores posted in a 12-month period. Use the form on the website for new member applications. Prospective members must complete and submit a New Member Application Form (On NWGA Website, Club Rep FORMS page) to the Club Rep.
2. One week before the Winter, Summer and Fall board meetings, submit NEW MEMBER NOMINATIONS in writing to the **President** and **Handicap Chair**. Use the schedule provided for board meetings.

About Play Days and Special Events

1. The **1st Vice-President** will work with the Club Pros to establish the Schedule of Play Days and Events for the season. Club Reps may be asked to assist with this process.
2. For Play Days, Club Reps work with their Club Pros to establish tee times, confirm fees to play, confirm payment methods, and set up scorecards for the Day of Play. In some cases, the Club Reps will also work with their Club Pro to make pairings depending on the format of their Play Day.
3. For Special Events and Tournaments, Club Reps work with the **1st Vice President, Treasurer**, and their Club Pros and Food and Beverage staff to establish a budget for their

event and fees to participate. They also work with their Pros to develop pairings for the events.

4. For all Play Days and Special Events, Club Reps work with the **1st Vice President** and the **Website/Communication Chair** to develop Sign-up and Registration Forms and write emails to be distributed to members to describe and remind members about the Play Day or Event.

They monitor sign-up and registration and any payments due, and answer member questions about the event. They obtain current handicap information as needed from the **Handicap Chair**.

They provide Sign-in Sheets for the day of play to track participation (available on the NWGA website).

They are responsible for capturing photos of the members participating in their Play Day or Event for the NWGA scrapbook and website. They determine the winners of play and provide results to the newspaper.

They provide all participation sheets, photos, and results to the appropriate NWGA Board Members, **1st Vice President, Website/Communications Chair, and Historian** for recording and posting as needed.

5. Detailed procedures for Club Reps and the necessary forms are provided and updated, as required, on the NWGA website in the Club Rep web pages. The **1st Vice President** oversees and consults with the Club Reps in fulfilling their responsibilities and is the person who will answer questions as needed on policies.

Board Meetings

1. The Primary Rep has the responsibility to attend all NWGA Board Meetings. Both the Primary Rep and Secondary Rep are welcome and encouraged to attend meetings for continuity. Together, they represent the singular, **united view of the members from their member club and cast one 'member club' vote at Board Meetings.**
2. In the event that the Primary Rep is not available to attend the Board Meeting, the Secondary Rep attends and represents the 'member club'.
3. If neither the Primary Rep nor the Secondary Rep can attend the Board Meeting, the Primary Rep has the responsibility to contact the NWGA President and submit a proxy vote for or against the issue on behalf of their club. The Primary Rep obtains a meeting debrief from the President after the Board Meeting. **2019 NWGA Board Meetings are scheduled for February 21, June 6 and September 12.**