*This is an abbreviated description of the duties of the Officers and some of the Chairs based on the Durand Eastman Women’s Golf Club’s Constitution (4/2020 revision).*

**Officers**

Officers include the President, Vice President, Secretary and Treasurer elected every two years and installed during the Harvest Awards luncheon.

**President**

The President:

* calls necessary meetings and presides over meetings.
* with the help of the executive committee appoints committee chairs and prepares material for the DEWGC booklet.
* reviews and updates the Rules and Regulations and Constitution as needed.
* acts as an intermediary between Club Members and the Golf Course Manager, keeping the Manager informed of all tournaments and special events requiring course conditioning and reserving tee times.

**Vice President**

The Vice President:

* acts as President in the absence of the President.
* channels questions, comments and suggestions to the appropriate Chairs.

**Secretary**

The Secretary:

* records minutes of meetings and reads them at subsequent meetings.
* provides copies of minutes to the President.
* sends all notices.
* handles correspondence including copying and mailing.
* creates annual membership roster.

**Treasurer**

The treasurer:

* maintains accurate records of the Club’s financial status.
* collects dues and all necessary monies and ensures that only paid members are on the roster by April 1st.
* orders and distributes USGA rule books as determined by the Club.
* makes disbursements.
* prepares detailed financial reports and presents them at each business meeting.
* provides Secretary with membership information and NEW membership information to the Membership/Orientation Chairs prior to the Spring Luncheon.

**Chairs**

**Golf Chair/Co-Chair**

The Golf Chair/Co-Chair:

* plans and executes all regular and special golf events.
* charts flights and conducts tournaments.
* keeps an official record of all winners and records weekly in the sign-up book and informs the Awards Chair and Historian of winners in each tournament.
* gives proper warning, when necessary, to members regarding compliance with the rule of play for retaining membership as determined by the club.
* keep record of members’ attendance and notify Membership/Orientation Chair by Nov. 1 of members who have not played the prescribed rounds of golf.

**Membership/Orientation Chair**

Membership/Orientation Chair:

* obtains at least six current (within the past year) score cards, dated and attested, from USGA rated courses, or an established WHS (World Handicap System) handicap and/or GHIN number from new members and provide to Handicap Chair prior to Spring Luncheon.
* responsible for current membership and waiting lists and keeps the Golf, Booklet and Handicap Chairs informed of changes.
* gives proper warning, when necessary, to members regarding compliance with the rule of play for retaining membership as determined by the Club
* conducts orientation for new members, including explanation of the Booklet, GHIN/WHS system, event sign-up sheets, Rules and Regulations, etc.
* supplies each new member with a copy of the constitution, Rules and Regulations and USGA Rule Book.
* assigns an established member to play an introductory round with new members.