

## **Main responsibilities**

### President

- Leader of the Chapter
- Directs Board members
- Accountable for all Directors fulfillment of roles and responsibilities
- Identifies Chapter goals with the Board
- Oversees general Chapter operations
- Facilitates Chapter Board meetings
- Representative and spokesperson of the Board and members
- Ensures Chapter offers LPGA Amateurs standards and expectations
- Ensures Chapter meets LPGA Amateurs requirements
- Oversees Chapter leadership development and succession planning
- Oversees Chapter election process
- Primary Liaison for LPGA Amateurs Staff
- Attends leadership calls; disseminates information from leadership calls and/or Weekly Memo to members on a regular basis
- Promotes/attends LPGA Amateurs events

### Membership Director

- Members welcome program and onboarding process
- Member recruiting
- Member orientation
- Member participation
- Volunteer Recruiting
- Volunteer Recognition
- Non-golf activities: social and networking groups and other events

### Marketing Director

- Compliance with the organization's Brand Guidelines
- Chapter Partners/Business Sponsors
- Coordinate Chapter event sponsorships

#### Golf Events Director

- Golf activities: golf related events, leagues
- Special Golf Events
- Charity Golf Events
- Inter-Chapter Golf events (Battle)
- Chapter Championship (Cha-Cha)
- Champions Cup
- Chapter Events Calendar

#### Communications Director

- Media Relations (press releases, community calendars, interviews, promote events)
- Chapter Communications (website, social media, newsletters/e-blasts, promote member events)
- Website administration

#### Finance and Records Director

- Filing of Chapter minimum standards with LPGA HQ
- Compliance with Chapter and Association policies
- Financial Oversight
- Manages vendors who provide day to day financial support for chapter
- Business requirements
- Meeting minutes

#### Rules and Handicap Director

- Golf Mentoring program
- Handicap system
- Rules, Etiquette & Handicap education
- Golf clinics