

LPGA Amateur Golf Association Long Island Chapter Board and Role Descriptions

President must take the initiative to continually move the Chapter forward in the strategic direction outlined by the Association to communicate that vision to the members, the Chapter Board and all volunteers. The President leads the Board of Directors in identifying high priority goals and ensures that each Board member fulfills their responsibilities. The President oversees the general Chapter operations, is aware of succession needs throughout the tenure and identifies future leaders and provides understanding of their future role in the Chapter, with the Nominating Committee elections strictly following the bylaws and that the elections are completed on time.

Membership Director greets the new member with a warm welcome to begin the journey of getting the member involved and participating at the Chapter level responsible for the onboarding process to engage all members in participating with the Chapter. The onboarding process encompasses the initial warm welcome for new members, member website orientations, and finding a golf mentor if the member is new to golf (or wants a refresher in course management, etiquette and rules). Working with the Tee and Scoring Captains to look for opportunities to mentor, recruit, thank and recognize volunteers.

Rules, Etiquette, Handicap Etiquette Director oversees the handicap system along with Golf education programs, rules, etiquette and handicap education, and in preparation of Golf Events and schedules, considers the players' timing, playing levels and variety of events. The Rules, Etiquette, Handicap Etiquette Director also promotes and organizes events such as the Chapter Championship, Charity Events, and Inter-Chapter Events.

Finance and Records Director oversees the development and monitoring of the Chapter budget, oversees the accounting processes to ensure the Chapter is following the appropriate financial management policies and complying with financial controls, and monitors the financial health of the Chapter presenting monthly financial reports to the Chapter Board and taking Board meeting minutes. The Finance and Records Director ensures that all required Chapter Minimum Standards are submitted to LPGA Headquarters and also ensures that other key business items are submitted and remain current, such as the Annual Tax Filing with the IRS, incorporation status with the State, insurance policies and tax-exempt status.

League Director introduces members to the Chapter League Playbook, which encompasses league golf course locations, level of play, day and start times and tee and scoring captains, contact information. The League Director also oversees the league application process, confirmation of league, membership, seasonal contests and member gifts. Communication with the Tee and Scoring Captains throughout the golf season resolves issues as they may appear.

Communications Director focus is oversight of the LPGA Brand Guidelines to ensure that the Chapter is in full compliance regarding LPGA Amateur Golf Association, Chapter Board Model Structure and Role Descriptions, oversight of all Chapter communications including the Chapter website, social networks, e-blasts, promotion of the Chapter and its events, maintenance of the Chapter Website and social media to ensure the content is accurate and continually updated. The Communication Director recruits, coordinates and recognizes volunteer enrollment, and highlights golf moments throughout the season to capture the members in pictures.

Events Director creates and implements the Chapter's well-rounded calendar of golf, social and networking events to keep current members engaged and to interest new members. The Events Director coordinates the place, time and details of the Chapter Events with the site location contact, and together with the Board, ensures volunteers are welcomed and learn additional aspects of their Chapter and benefits.