

STRUCTURE AND GUIDELINES - WOMEN'S DIVISION CHESTER GOLF CLUB

Men and women are equal members of the Chester Golf Club. Over the years, it has been found practical, however, for the women in the Club to administer activities that apply exclusively to them, e.g. Women's Field Days, Weekly Women's Day, lunches, clinics, etc.

As members of the Nova Scotia Golf Association, we are required to obtain a Royal Canadian Golf Association/Golf Canada member card indicating a current handicap when participating in Provincial and Field Day competitions. All members of the Women's Division must maintain proper handicap records as this is a requirement when participating in competitive golf at the Chester Golf Club. Failure to do so would result in member(s) being ineligible for prizes. Scores can be entered in the Chester Golf Club computer located just outside the Pro Shop or through the Chester Golf Club website. Anyone with questions on how to enter scores should contact the Women's Division Executive Committee.

Nova Scotia Golf Association meetings are held twice a year. All members have voting rights on a per capita basis – one voting delegate per 50 club members. All club members are welcome to attend and take part in the discussions.

EXECUTIVE COMMITTEE:

The administration of the Women's Division is handled by an executive committee elected at an annual meeting held at the close of the season. The term of office is recommended to be two years rather than one to provide continuity.

The Executive Committee is comprised of the following: President, Vice-President, Past President, Secretary, Treasurer, Monthly Match Hosts, Handicap Committee, and other committees which may be deemed necessary from time to time by the Executive.

GENERAL OUTLINE OF DUTIES OF EXECUTIVE MEMBERS

Past-President: Chair of Nominating Committee

President

The *President* shall:

- call general meeting and all meetings of the Executive Committee;
- preside at all meetings;
- attend all NSGA general meetings as a delegate;
- be an ex-officio member of all committees;
- attend all general functions of the Chester Golf Club such as official openings and closings;
- have signing authority for the bank account (2 signatures required);
- attend all general meetings of the Chester Golf Club; and
- at the end of the season, the President will request an end of year summary of weekly event results, and in consultation with match committee, insure that all appropriate names have been submitted to the pro shop for trophy engraving and closing awards ceremony.

Vice-President

The *Vice-President* shall:

- be responsible for tournament organization; and
- act on behalf of the President in the President's absence.

Secretary

The *Secretary* shall:

- record minutes of all meetings and prepare same for distribution as required;
- take care of correspondence;
- maintain current e-mail addresses of women members for periodic notices;
- contact other clubs regarding tournaments and Field days;
- post invitations from other clubs and Provincial competitions;
- provide notices to members regarding special events; and
- submit finalized schedule to executive of club for yearly handbook.

Treasurer

The *Treasurer* shall:

- handle all monies received in the name of the Women's Division (e.g. Women's Day season dues, tournament entry fees, etc.);
- have signing authority for the bank account (two signatures required);
- maintain an account at the local Bank of Nova Scotia in the name of the Chester Golf Club – Women's Division;
- maintain a record of all receipts and expenditures;

- present a financial statement at every meeting;
- present an audited statement at the annual meeting of the Women's Division; and
- issue cheques for authorized expenses.

Monthly Match Hosts

Duties include:

- arranging weekly competitions;
- submitting results of Tuesday Women's Day competitions on a monthly basis; results should be a one page summary placed in the Match Committee binder;
- arranging for social events attached to Women's Day activities;
- regarding trophies, maintaining names of winners to be submitted to Pro Shop staff for engraving;
- purchasing and presenting prizes for Women's Day events;
- maintaining locker room score boards, e.g. birdies, chip-ins, etc.; and
- recording pin round scores each month on the season pin round score sheet.

Handicap Committee

Duties include:

- assisting members with entering scores, if required; and
- periodically monitoring and updating players' scores.