

CAPTAIN'S DUTIES

*From By-laws Article III Sec. 1 The Captain shall preside at all meetings, appoint all committee chairpersons, sign all warrants with the treasurer and **take care of all business of the club not assigned to other officers.***

- Function as liaison for the club with the Pro Shop, Course Management, and City staff. Contact them for input for meetings.
- Familiarize yourself with the directory/handbook and the binder of Officer Duties.
- Monitor all board members and committee chairs to make sure duties of offices are being followed.
- Be a signer on bank accounts with the treasurer, and do a monthly check with the treasurer on all transactions.
- Monitor mwgacaptain@gmail.com email account.
- Attend "City" and "State" organization meetings if possible.
- Maintain the Ladies' Club area of the Pro Shop and check drawer weekly.
- Notify the Sunshine Committee Chair ASAP upon learning about members who might need some "sunshine."
- Send membership cards and handbooks with "Welcome" letter to all members in April, and then as new members join throughout the summer. (May be delegated to another member)
- Keep track of the white competition scorecards in the cupboard. Mike Toll does the printing for us. Let him know when more need to be printed.
- Figure Weekly Competition cards. (Instructions described separately.) Email results to the membership and post a printed copy on the board, preferably by the following Tuesday.
- Together with the board, set dates for regular meetings in February and November. Can call special meetings when needed. Arrange for meeting space for meetings.
- After meetings, review/edit the minutes prior to them being sent out to the board and/or membership.
- Verify, order pendants, and present any Hole-in-One awards.
- Appoint nominating committee 30 days prior to the November meeting. Within one week of this appointment, post the names of the nominating committee.
- Recruit a volunteer to work on the annual Honoree award.
- Appoint Auditor to audit the financial accounts after they are closed for the year. (Late November – early January)
- Assist Social Chair with Holiday luncheon as needed. (Captains in the past have sent invitations to past captains and MC'd the event.)

Updated Jan. 2022 by Sandy Perenchio