

Senior Golf League Officer Duties

The main duty of all officers is to make decisions about league operations. Meetings of the board of directors are held as needed, both in person and virtually.

President

- Prepare agendas for board of director meetings and preside at the meetings.
- Maintain the spreadsheet with the list of members.
- Communicate with members with the website and text messages.

Vice President/Prizes

- Help with the president's duties in his/her absence.

Vice President/Operations

- Help with the president's duties in his/her absence.

Treasurer

- Make deposits, receive expense reports, pay bills.
- Maintain an accounting spreadsheet, send a copy of the updated spreadsheet to the Board for board meetings and on January 1 (the budget), March 31, June 30, September 30 and December 31.
- Collect money from the beverage money basket every week following the after-golf hangout and deposit the cash in the league's bank account when convenient.

Secretary

- Prepare Minutes of all board and member meetings.
- Receive nominations and prepare the ballot for the election of officers at the Annual Meeting in October.