

## Space Club Golf League

# Officers' Responsibilities

### **PRESIDENT:**

- Coordinate with Auburn Golf Course for League requirements.
- Attend BEGA meeting early each calendar year.
- Write the President's opening letter early each year.

### **VICE PRESIDENT:**

- Schedule and run three Field Day tournaments.
- Calculate handicaps for the chosen golf course (or have Jim Grant assist).
- Coordinate with the Treasurer to set the proper entry fee.
- Provide advance information to the Secretary, for posting to our website.

### **TREASURER:**

- Prepare budget for year: forecast income and expenses.
- Collect annual membership dues.
- Collect Field Day entry fees.
- Manage the league funds for payouts.
- Pay BEGA dues.
- Report our end of year balance statement to BEGA.

### **SECRETARY:**

Operate our software and its associated database:

- Add and deactivate golfers.
- Enter new courses that we use for Field Days.
- Enter all hole-by-hole scores each Friday (and for Field Days).
- Generate all weekly reports.

Convert HTML reports into PDF format, to enable posting to our website (cannot post .HTM files to any free website host).

- During conversion, make some reports more readable (fix broken HTML on Recap reports, add long horizontal lines to help the eye track rows, etc).
- Process the 50 gs####.htm files (one file per golfer) into one or two huge files that are in an uploadable format.

Transfer all new reports to our Google Drive (because our ancient MS Access software and Google Drive do not get along well), from where we can upload to our website.

Manage our website:

- Add new weekly sections to our Results webpage.
- Create links for all our new results reports. Then re-Publish website.
- Update our Weekly Fun Competitions (WFunC) webpage with latest winners.
- Update to track who has been paid for their wins.

Pay all winners of our Weekly Fun Competitions.

- Obtain our earned \$10 merch cards from Auburn Pro Shop, shortly after our April League Appreciation Day, to be paid to WFunC winners.
- Each week, find winners on the practice green and hand them their merch card.

'SpaceClubGolf@gmail.com':

- Maintain updated Contacts activity labels tied to our league email address of 'SpaceClubGolf@gmail.com'.
- Send weekly email to all Active members, about Thursday Results and any Announcements.
- Monitor this email address a few times each week.
- Process concerns that members bring to my attention in emails they send.

Establish Tee Groups for each Thursday.

- Prepare and print self-attendance sheets, in the latest random tee group priority sequence.

Prepare, and later collect, 14 scorecards for each Thursday.

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