

**SUNLAND SPRINGS VILLAGE COUPLES GOLF
BOARD OF DIRECTORS
President Couple Job Description
October 2019**

- 1) The President Couple provides leadership and oversight for all Couples Golf league activities.
- 2) The President Couple undertakes liaison functions with the SSV community, the HOA, the Pro Shop and other golf leagues.
- 3) The President Couple posts notices of Board meetings on the Couples' Golf Website two weeks in advance of Board meetings.
- 4) The President Couple prepares and sends draft agendas to Board members one week in advance of the meeting with a request for Board members to add any items to the agenda that they may have.
- 5) Work with the Board to set dates for the Tournament, Tournament Banquet, Annual Meeting, dance and any other functions.
- 6) Appoint a Nominating Committee whose task is to recruit Board members for the up-coming year. The Nominating Committee presents their slate of officers for the election of Officers at the March Annual Meeting.
- 7) As soon as possible, schedule hosts for socials for the up-coming year. Complete the Host Social Calendar, distribute it via email to the members and arrange to post on Couples' Website.
- 8) Meets with summer golfers to develop a plan for how socials are to be managed from May through September.

9) Meet with all new couples who are joining Couples Golf:

a) Have them fill out the New Member form.

b) Give them a Membership Handout and Roster and explain key items they need to know.

c) Invite them to the socials.

d) Submit New Member data sheet with email addresses to Secretary Couple to add to Groups.io mailing list. Advise new members that email is the method of communicating information to members regarding socials, weekly games and other important information.

e) Provide the new member information to Secretary Couple for addition to club roster.

10) The President Couple establishes and monitors the Social Calendar to ensure the weekly hosts and Set-Up/Clean-Up Committees are in place. The Board Year social calendar is May through April.

11) Contact the respective Social Host well in advance of each social to ensure that plans are in place for the social and answer any questions they may have.

12) Chair each week's social being sure to make any necessary announcements.

a) Get Microphone and turn on sound system behind door near Ice Machine in Auditorium. Return Microphone and turn off system at end of the meeting.

13) Coordinate with the Sunshine Person cards to be sent to member for illnesses, loss of family members, etc.

14) Attend the annual HOA facilities scheduling meeting conducted by the Lifestyle Coordinator. Fill out the required forms to secure all social (auditorium) and board meeting rooms, kitchens and such other facility spaces as may be required for the Couples Golf business year.

15) Monitor the Couples Golf website to ensure that the information is correct and up-to-date.

16) Prepare agenda and chair annual meeting in March.

17) Maintain President Couple records and turn these records over to the incoming President Couple.

18) As Past President Couple, performs functions agreed to with the President Couple.