

# SUNLAND SPRINGS VILLAGE COUPLES GOLF BOARD OF DIRECTORS

## President Couple Job Description

March 2024

- 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 Chairs Board meetings and leads the policy development and decision-making process.
- 4) The President Couple provides dates of Board meetings to the Secretary Couple to post on the club website.
- 5) 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.
- 6) Work with the Board to set dates for the Tournament, Tournament Banquet, Annual Meeting, dances and any other functions.
- 7) Appoint a Nominating Committee in January whose task is to recruit Board members for the upcoming year. There should be three couples on this committee. The Nominating Committee presents their slate of officers for the election of Officers at the March Annual Meeting.
- 8) As soon as possible, schedule hosts for socials for the up-coming year. Complete the Host Social Calendar and provide it to the Secretary to post on the club website.
- 9) Meet with summer golfers to develop a plan for how socials are to be managed from May through September.
- 10) Meet with all new couples who are joining Couples Golf:
- 11) Have them fill out the New Member form.
- 12) Give them a Membership Handout and Roster and explain that they are to sign-up for golf at the pro shop.

- 13) Invite them to the socials. Instruct them on how to sign up for socials, hosting and clean-up set-up on the website.
- 14) Provide the new member information to Secretary Couple.
- 15) 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 October -April.
- 16) 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.
- 17) Chair each week's social being sure to make any necessary announcements.
- 18) Establish a Sunshine Person who will send cards to member for illnesses, loss of family members, etc.
- 19) Attend the annual HOA facilities scheduling meeting conducted by the Lifestyle Coordinator. Fill out the required forms to secure all social and dances (auditorium) and board meeting rooms, kitchens and such other facility spaces as may be required for the Couples Golf business year.
- 20) Prepare agenda and chair annual meeting in March.
- 21) Maintain President Couple records and turn these records over to the incoming President Couple.
- 22) As Past President Couple, performs functions agreed to with the President Couple