

TRI PALM MEN'S GOLF CLUB

CLUB OFFICER DUTIES

PRESIDENT

Determines the Agendas and conducts the monthly Board and General Membership meetings.

Appoints a Nominating Committee and a Budget Committee each not later than January.

Oversees all Board Functions.

Convenes Special Meetings as needed.

By November of the current year, gives a list of the Men's Club monthly meeting dates, Thursday Tournament dates and Special Events dates to the Tri Palm Estates & Country Club General Manager and the Pro Shop to reserve the Clubhouse and/or golf course for those functions for the following year.

Asks the Tri Palm Estates & Country Club **General Manager** and the **Golf Course Superintendant** to speak at the monthly General Meetings.

Coordinates with the Secretary to assure that monthly article is submitted for "Happenings" newsletter.

VICE PRESIDENT

Backs up the President as needed. Obtains the coffee supplies for the monthly meetings (coffee, sugar, creamer, cups, etc.).

Brews coffee before each monthly Board Meeting; empties & cleans the coffee pot and puts the pot away after each monthly General Meeting

Make sure the podium, gavel, microphone and raffle ticket drum are available for the monthly General Meetings.

Handles the weekly KP duties and keeps track of the Hole-In-One members and the total in the account.

Orders and presents the trophies for members who make a Hole-In-One.

Gets the names of the flight winners engraved on the Presidents Cup trophy each year.

Handles the Presidents Cup Awards Luncheon. (Negotiates menu & price, determines attendance headcount and acts as M.C. at the Luncheon

SECRETARY

Takes minutes at both the monthly Board and General Membership meetings and presents those minutes at the next monthly meetings.

Sends a copy of the Board and General Membership meeting minutes to the President each month. Coordinates with President to assure Monthly Happening article is submitted on time.

TREASURER

Keeps track of all finances and pays all bills. Maintains the Tri Palm Men's Golf Club check book and presents the current balances in the General Fund at the monthly meetings.

Chairs the Budget Committee.

TOURNAMENT DIRECTOR

Controls all Thursday Tournaments on the 18-Hole course, including shotgun-start times and starting-hole assignments for the players.

Keeps track of 18-Hole Tournament Fees along with the Membership Director and Treasurer

Publishes (via e-mail) weekly Thursday Tournament and 18-Hole KP winners.

Determines the winners of the Presidents Cup Tournament flights and presents the awards at the annual Awards Luncheon.

ASSISTANT TOURNAMENT DIRECTOR

Support Tournament Director and take over in their absence. Is the Clubs Webmaster.

PAR 3 TOURNAMENT DIRECTOR

Controls all Thursday Tournaments on the Par 3 Course, including shotgun- start times and starting-hole assignments for the players.

Keeps track of Par 3 Tournament Fees along with the Membership Director.

Publishes (via e-mail) weekly Thursday Par 3 Tournament and Par 3 KP winners.

HANDICAP DIRECTOR

By the end of December each year coordinates with Membership Chair to assure that all players, that have paid their dues, have been put in the GHIN System for the following year.

Twice each month, obtains an up-to-date GHIN handicap index for each 18-Hole Tournament player and converts the latest GHIN handicap index to a Tri Palm Estates golf course handicap for each GHIN member.

Twice each month, gives a list of the latest converted Tri Palm Estates golf course handicaps for each GHIN member to the 18-Hole Tournament Director and posts a list of the latest converted Tri Palm Estates golf course handicaps for each GHIN member in the Pro Shop computer room.

Registers all new members with the SCGA to obtain a GHIN handicap for them.

Gives the new member handicaps to the Tournament Director,

Provides an update of the current **total** GHIN Handicap members at the monthly Board and General Meetings.

GREENS DIRECTOR

Keeps a record of the Golf Course conditions, attends the Tri Palms Estates monthly Rules, Regulations and Facilities meeting and reports the results of that meeting to the Membership at the next monthly Men's Club General Meeting.

RULES DIRECTOR

Makes sure that the Club Members are complying with the Rules of Golf and also with any Local Rules that apply to the Tri Palms Estates golf course

Reports any revisions to the Rules of Golf or the Local Rules to the membership at the monthly General Meeting.

SPECIAL EVENTS DIRECTOR

Responsible for scheduling and administering the Special Golf Tournament other than the regular Thursday play.

ASSITANT SPECIAL EVENTS DIRECTOR

January 2025

Supports Special Events Director and takes over in their absence.

MEMBERSHIP DIRECTOR

Maintains a record of all valid Men's Club Members - including their member numbers, names, addresses, spouse/significant other names, phone numbers and e-mail addresses.

Maintains a record of Club Dues payments.

Gives all membership Dues money to the Treasurer.

Provides an update of the current **total** membership at the monthly Board and General Meetings.

Enters and updates all Club Member information in the g-mail Contact list.

Provides the information for new members to the Handicap Director, the 18-Hole Tournament Director and/or the Par 3 Tournament Director.

Maintains a supply of Membership Applications in the Caddy Shack.