

SAWGA PRESIDENT, VICE-PRESIDENT AND MEMBER CLUB PRESIDENT'S RESPONSIBILITIES

SAWGA PRESIDENT

The President shall preside at all meetings of this Association and of the Executive Board and shall perform such duties as ordinarily pertain to the office. The President shall appoint such special or regular committees/chairs/co-chairs as she shall deem necessary.

The President must attend the two bi-annual meetings, starting in the fall of her elected year. If she cannot attend, she must provide a substitute to attend in her absence. She is responsible for procuring and confirming the venue dates and times.

Each member club's Executive Board representatives, all SAWGA Chairpersons and SAWGA officers are responsible for updating their SAWGA notebooks as needed.

The President will have the following awards engraved and on hand at the Awards Banquet.

- a) Sweepstakes Trophy
- b) B.J. Hulteng Trophy (finalize the winner of this award)
- c) Championship Trophy with new Champion's name
- d) Any special recognition awards
- e) The Numerica Cup Chair will handle the obtaining, engraving and presenting of the Numerica Cup Championships

SAWGA VICE PRESIDENT

The Vice-President shall perform the duties of the President in the absence of the President. She shall assist the President and be an ad-hoc member of all other committees. She shall assume the office of President the following year.

MEMBER CLUB PRESIDENT

The Member Club President shall be responsible for the election or appointment of two (2) SAWGA members to represent their club on the SAWGA Executive Board. These members are known as the Junior Representative (Sweepstakes) and the Senior Representative (Numerica Cup.) You, along with these SAWGA Representatives, work for your club to promote SAWGA and manage your club's player participation in the appropriate SAWGA events. During the season, SAWGA hosts eighteen (18) golfing events which consist of one (1) Scramble, four (4+4) Sweepstakes for each division, six (6) Numerica Cups and a three (3) day 54-hole Championship Tournament, as well as the end-of-year Awards Banquet. Your SAWGA Representatives may also work on Committees formed for a variety of reasons. **You may be called on to assist your Representatives with these duties.**

Every May, you and your Junior Representative will be requested to obtain and submit a contact list of the donors for the required \$100 in sponsorship donations for the Championship Tournament. The tournament committee will then contact each donor on SAWGA letterhead requesting donations followed by a "Thank You" letter. Sponsors names will be posted at each tournament location. Should you not fulfill the sponsorship quota we request that each club elect to write a check for all or part of the required \$100. You are to request a door prize from your club's Pro Shop for the Awards Banquet.

SAWGA is your organization, please encourage all of your members to join and participate in all the SAWGA events.

You will need to supply the following information about your club for the Fall Board meeting:

NAME, ADDRESS, TELEPHONE NUMBER and E-MAIL ADDRESS FOR:

- a) President
- b) Vice-President
- c) Junior Representative (Sweeps)
- d) Senior Representative (Numerica Cup)
- e) Handicap Chair
- f) Pro (if changed) and Regular Ladies Play Day.

If your club is hosting a special tournament, provide Name and Date.