

CORDOVA BAY EXECUTIVE DUTIES

CAPTAIN:

- a) Supervise and perform all duties incidental to her office.
- b) Be an ex officio member of all committees, except the Nominating Committee.
- c) Be responsible for calling and conducting Executive meetings and the Annual General Meeting.
- d) Attend all BCGA Zone 5 meetings as called by the Chair.
- e) Communicate information and provide required authorization for Zone 5 and Provincial Competitions.
- f) Coordinate all aspects of interclub matches including scheduling, team selection, appointing team squad captains and reporting.
- g) Communicate to the CBLC any non-sanctioned events such as Field Days and tournaments at other clubs.
- h) Liaise with the Men's Club regarding club activities.

VICE CAPTAIN:

- a) Perform the duties of the Captain in the Captain's absence.
- b) Assist the Captain in her duties and attend Zone 5 meetings.
- c) Assists the Captain in coordinating all aspects of interclub matches including scheduling, team selection, appointing team squad captains and reporting.
- d) Ensure all cups and trophies are engraved.

SECRETARY:

- a) Keep the minutes of Executive Meetings and the Annual General Meeting. Distribute minutes to members of the Executive within two weeks of said meetings.
- b) Post a copy of the Minutes of Executive Meetings on the Notice Board for a period of two weeks.
- c) Ensure that the current roster of all members (names, addresses, phone numbers, etc.), produced by the Administration of Cordova Bay Golf Club, is available for all members of the Executive Committee and the membership as required.

TREASURER:

- a) Receive all money and issue Receipts.
- b) Pay all major accounts by cheque (with the exception of petty cash money) which must be signed by the Treasurer and countersigned by the Captain or Vice Captain.
- c) Prepare an Annual Budget and a budget for each event.
- d) Be responsible for providing a financial statement for all CBLC functions.
- e) Present a financial statement at all Executive Meetings and at the Annual General Meeting.
- f) Reconcile all accounts and prepare an annual financial statement as at February 28th for presentation at the following Spring Meeting.

SPORTS CHAIR:

- a) Be responsible for drawing up the yearly schedule for the Fixture List together with the Captain, Vice Captain and Pro Shop.
- b) Organize weekly competitions and declare winners.

- c) Be responsible for the purchase and distribution of weekly competition prizes.
- d) Arrange tee times with the cooperation of the staff at the Pro Shop.
- e) Be responsible for the Pin Rounds in accordance with the rules of the BCGA.
- f) Be responsible for all aspects of the Foster Cup competition.
- g) Be responsible for all aspects of the Eclectic Competition.
- h) Be responsible for all aspects of the Birdie competition.
- i) Be responsible for all aspects of the Chip In competition.
- j) Be responsible for tracking, acquisition and distribution of Break 80/90/100 and Hole In One commemoratives as required.

SPORTS VICE CHAIR:

- a) Assists the Sports Chair with the various weekly and yearly competitions.

HANDICAP CHAIR:

- a) Be responsible for monitoring each member's handicap and index to ensure equity in competitions.
- b) Be responsible for educating members regarding the importance of maintaining a handicap and the process for doing so.
- c) Performs the role of chair of the Handicap Committee as defined by Golf Canada.
- d) Be responsible for calculation of the Handicap Reduction Award and Susie Berry Award

COMMUNICATIONS CHAIR:

- a) Be responsible for coordinating information for the CBLC Newsletters and media.
- b) Assist other members of the executive committee where needed.

EVENTS CHAIR:

- a) Be responsible for the overall co-ordination and planning of major club events on the Fixtures List throughout the year working with other Executive and volunteers as required.
- b) Works closely with the Treasurer to ensure that each CBLC event is within budget.
- c) Be the prime liaison with the Events Co-ordinator at Cordova Bay Golf Club and works closely with this person to ensure that CBLC requirements are met.

EVENTS VICE CHAIR:

- a) Works with the Events Chair on all tournament events to co-ordinate the tournament with other aspects of the event.