

Vice President - President - Past President

Job Description:

The CLGA President leads the organization in strategic planning and continuing the advancement of women's and junior girls golf in Calgary. In consultation with the executive directors, the President sets short- and long-term goals to ensure the organization is mission-centered and outcome-oriented. Works collaboratively with board members and the executive directors to set organizational goals.

While each position has distinct duties, they work best in a cooperative manner for the benefit of the board and members. This is a three year term acting as Vice President, to President and then as Past President.

Duties:

Review the CLGA By-Laws to obtain an understanding of processes, responsibilities and duties for your role and other roles on the CLGA Executive.

Attend all CLGA Executive and General Meetings. Assist the Treasurer in creating Financial Statements for the spring and fall general meetings for distribution by Secretary as necessary.

Review the job description and duties outlined and update this role on an ongoing basis when identified is required. Review, cull and update computer files, books, binders and position mandate prior to turning over to the new Treasurer. Responsible to assist with finding a replacement and the training of that replacement prior to the current role term ending.

VICE PRESIDENT

Provide assistance and shadow the President when required or requested. In the absence of the President, preside over the meetings.

Meet the contacts and continue to build relationships with RCGA, AGA and Calgary Golf Association. Help forge relationships to build the CLGA's visibility and impact in Calgary

Meet with potential donors and corporate supporters to seek financial donations that aligns the fundraising goal with the budgetary needs of the organization and the overall mandate.

Maintain a list of current active rules officials for the Calgary area. Book rules officials in the beginning of each year for City and Senior Amateur.

Assist with the planning of policies and objectives for the CLGA to ensure it maintains its values and meets established goals.

PRESIDENT

Prepare agendas for the CLGA Executive and Annual General Spring and Fall meetings in conjunction with the CLGA Secretary

Prepare annual "Welcome" for the website and preside over the Annual General Meetings. Serve as the official spokesperson for the CLGA.

Supervise the executive director and provides guidance and support. The executive directors may seeks advice and counsel from the president in the event of high-profile issues or problems.

Schedules and leads executive board meetings. Determines frequency of meetings. Creates an agenda that includes financial reporting, community outreach and progress reports from each director.

Regularly reviews the organization's work plan and how individual directors can support the community impact of the organization. Work in partnership with the executive officer to advance the mission and strategic goals.

Work with the 5-Year Plan Director to confirm the hosting clubs for future major CLGA sponsored events. Promote and protect the interests of the association through these major events.

Be the main liaison for CLGA Executive with the RCGA, AGA and Calgary Golf Association

PAST PRESIDENT

Supportive of the president and the vice-president, and an ambassador of the organization. Mentor new executive members.

Assist the President with Presidential duties as requested and will act as key resource and contact person as requested by President and Vice President.

Pass on any files, records, or information to successor Past President.

Archive past year's documents to the Glenbow Museum.