

BRWA League Director

Standard Operating Procedures

Article V Duties of Officers

Section 6:

The 1st vice president shall act as the President in the absence of the President and shall perform other duties in accordance with direction from the President. The 1st Vice President shall also serve as the League Director.

Responsibilities

1. Attend all board meetings.
2. Maintain records of all league information to pass on to the next League Director.
3. Promotes the BRWA League.
4. Work with the pro shop to establish dates, tee times and rates
5. Create rules and formatting for the BRWA League.
6. Collects entry fees and work on a budget for payouts.
7. Assign weekly hole assignments, enter subs and print score cards.
8. Update leaderboards weekly.
9. Help out in any events run by the BRWA.
10. Should attend all BRWA Tournaments.

Job Requirements

1. Good Communication skills
2. Good understanding of the World Handicap System and slope ratings.
3. Computer skills needed – e-mail, Word, Excel, Publisher, Teams, Golf Genius
4. Must have access to computer and printer.
5. Work well with others.

Time

10 hours for league preparation. During League 5-hours a week creating hole assignments, score cards, subs and leaderboard updates.

Spend 3-5 hours a month attending board meetings and weekly communication with the board via, TEAMS.

Assisting with tournaments and fundraising is 50 + hours throughout the year.