

BRWA 2nd Vice President/Handicap Chairman

Standard Operation Procedures

Article V: Duties of Officers

Section 3

The 2nd vice president shall act as the President in the absence of the President and 1st Vice President. The 2nd Vice President shall also serve as the Handicap Chairman. The Handicap Chairman is responsible for USGA handicap process to include activating and deactivating handicaps, registering members with BRWA/IGA, ensuring member payment of dues, ensure handicaps are correct for tournament and league play, adjust scores for Equitable Stroke Control and posting of all tournament and league scores. The 2nd Vice President (Handicap Chairman) shall perform other duties in accordance with the direction from the President.

Responsibilities

- Manage USGA Admin Portal for Boise Ranch Women's Association
- Activate members for current season and inactivate them when season ends
- Collect fees for memberships and submit to Treasurer
- Understand World Handicap System rules and regulations and become certified (requires attending a class and passing an online test)
- Post Women's Association event scores (league and tournaments)
- Adjust member's scores when posting errors occur
- Meet one on one with members regarding their handicap when needed.

Job Requirements

- Knowledge of USGA Handicap System and USGA Handicap Rules and certified by the USGA
- Knowledge of Golf Genius Software
- Good communication skills
- Computer skills – email, Word, Excel, MS Teams
- General knowledge of the USGA Rules of Golf
- Commit to a 3-year term
- Team player

Approximate time required for the position

Pre-season – 2 to 4 hours per week monitoring member sign ups via IGA website, activate members paying via the Membership box and sending welcome emails to new members

League season- 2 hours per week posting League scores and monitoring Handicap reports

Tournaments – 2 to 4 hours per tournament depending on the tournament. Posting scores and assisting the Tournament director

Board duties – 5 hours per month communicating with board members throughout the week via Teams and attending the monthly board meeting

Fundraising – 55 hours over the course of the year