**TWC Presidential Duties**

**Last updated on 09/09/2020**

* October/November (after end of season)
	+ Meeting to go over budget and projected budget for new year
* December
	+ Meet with tournament chair and the golf pro to review tentative tournament schedule, check about fees for golf and carts. Review dates for Women’s Horses Ass Tournament (WHAT) with Blackledge CC (every other year September), SNEWGA Tournament (every 2 years), Opening Day, and End Of Season Banquet.
	+ Meet with the Executive Board and Key Chairs to review the upcoming season’s budget.
* February Board Meeting
	+ Schedule a meeting with the entire board to prepare for the season. This will include the following:
	+ Planning for the Open House combined with Opening Day Golf, lunch, general meeting Day: Social Committee plans lunch; Tournament Committee plans golf and prizes, President plans the General meeting.
	+ Prepare Agenda for the General Meeting
	+ Review/Finalize the Budget
	+ Discuss the date and contents of the Spring Newsletter
* March
	+ Newsletter to be published this month by Communications. Outline seasons plans.
	+ Proofread the newsletter before publication.
	+ Rewiew Opening Day Golf Prizes with Tournament Chair.
* April
	+ Opening Day Golf, lunch and General Meeting
	+ Prepare opening day Welcome. Introduce Pro Shop staff and club owners. Remind membership of $10 late cancellation fee
	+ Introduce Board Members
	+ Introduce New and Prospective TWC members
	+ Address any issues that may come up during the meeting

* May
	+ Board meeting to prepare for Member Guest. Determine date and price.
	+ Tournament Chair runs tournament and rules, arranges for prizes for 2 skills (her choice) one front and back
	+ Skills contest, typed up and stickers to check off completed. Select a person to do this.
	+ Get volunteers to collect gifts for the prize raffle all the membership should donate.
	+ Review that all tasks are assigned. Social Committee has a list of tasks they use from year to year. Cash raffle.
* June
	+ Review the Summer Newsletter before publication
	+ Review with Social Chairs all tasks pertaining to the Member/Guest (M/G) event.
	+ Board meeting 2 weeks before Member/Guest
	+ Prizes for M/G Tournament
* July
	+ Board meeting to review budget and how the Member/Guest event went
	+ Begin planning the End of Season Banquet, and Social after WHAT if it is our turn to host
* August
	+ Board meeting
		- Prepare for end of year banquet (what, where, how much, prizes, raffles, etc.)
		- Approve Application Form for the End of Season event
* September
	+ Nominations
		- VP posts nominations 30 days prior to last meeting of year
* October
	+ Full Membership General Meeting: Thank your to the entire membership, board, owners, pro shop staff, greens keepers, grill person for all their help and cooperation throughout the year.
	+ Read spring meeting minutes & present slate for officers for next year and vote by the membership to approve the board positions
	+ If leaving this job, introduce and welcome the new president