**PL9GA Job Description**

**2025-2026**

**MEMBERSHIP**

* Assimilating new members to the league
* Maintain current membership list from information received from Treasurer
* New Members: Notify President, Board, Thursday group coordinator and Communications Chair
* Welcome email and order name badges for new members
* Plan Welcome Back reception with committee for Fall
* Coordinate Bi-Weekly 50/50 Raffle
* Coordination of Volunteer Form
* Purchase end of the season gifts for members - if applicable
* Selection of league shirts by incoming chairs/committee every 2 years (? Survey at end of year for this one)

**GAMES**

* Create weekly games and challenges with pro shop.
* Communicate with golf pro shop and league president to create season’s calendar. Once approved communicate to PL9GA Board.

**RECOGNITION & AWARDS**

* Review records to determine awards
* Responsible for reviewing information in Golf Genius to determine awards (Pars, birdies, most improved player, attendance)
* Purchase awards to distribute at end of season awards ceremony

**EVENTS**

* Opening or Closing Day
* Determine course challenges and games in coordination with golf pro
* Meet with Food and Beverage to determine price for the day and create menu
* Coordinating creation of the flyer with pro shop if applicable
* Coordinate fundraising at special events

**SPECIAL EVENTS**

**Buddy Day:**

* Establish a theme and confirm date
* Review proposed budget and keep track of expenditures
* Meet with Golf Professional to create informative flyer to be designed by Hampton
* Meet with Golf Professional to coordinate challenge holes on the course
* Meet with Food/Beverage to select menu and cost
* Purchase raffle gifts, T-gifts, prizes and decorations for dining room and outdoors
* Meet with Superintendent of Greens to coordinate course decorations/challenges
* Coordinate 50/50 with Membership
* Recruit volunteers to help with the above

**Opening Day or Closing Day:**

Same as above

**Three Queens and a King:**

* Review proposed budget and keep track of expenditures
* Meet with Golf Professional to create informative flyer to be designed by Hampton
* Select a light menu and cost with Food/Beverage
* Purchase gifts for Queens/King
* Coordinate 50/50 with Membership
* Recruit volunteers to help if needed

**Queen Bee:**

* Review proposed budget and keep track of expenditures
* Meet with Golf Professional to create informative flyer to be designed by Hampton
* Purchase gifts for Queen Bee and two runner ups
* Coordinate 50/50 with Membership
* Recruit volunteers to help if needed

**COMMUNICATIONS**

* Responsible for PL9GA website, including posting and updating league events, updating documents and other information for current league year as well as archiving previous years information in a central location for board access.
* Posting and updating the membership roster
* Posting and updating on Facebook including events results, and photos
* Taking photos during events and/or eliciting help in taking photos, combining and posting photos from current years events on Facebook as well as webpage
* Maintain a current distribution list of active PL9GA members in Constant Contact
* Responsibility for all correspondence that needs distribution from committee chairs, as well as coordinating monthly newsletter with President and other committee chairs