



Position Description for President

Updated August 2022

Conduct and preside over regularly scheduled board meetings. Provide leadership and facilitate the functions of the Officers and Committee Chairs to ensure smooth operation of the organization. Lead the entire membership in a well-rounded program of activities and projects always keeping the mission statement in mind.

DUTIES: (These duties are suggested and a compilation of prior Presidents initiatives)

- Create a monthly agenda and send to the board members in advance of the meeting asking for input. Meetings are generally held monthly October through May. Work with Lexington staff to reserve meeting room for board meetings.
- Spot check the webpage to make sure it is up-to-date and make changes/updates accordingly.
- Work with the treasurer to create a budget (typically in May/June timeframe) and review the financials monthly, working with the Treasurer to be sure our finances are accurate.
- Send a letter to the membership updating on league and board activities at least 3 times per year.
- Attend weekly luncheons and address the membership on an as needed basis.
- Oversee the Facebook page or ask for a volunteer to keep the FB page alive and well.
- Preside over the Opening Day and Closing Day LLGA business meeting. Create an agenda for the business meeting asking all Officers and Volunteer Post Chairs if they want to address the membership
- Before the season begins (typically in August/September) work with the Lexington catering and events manager to create a selection of lunch offerings for Thursday "after golf lunch" with a nice variety at a reasonable price. Create a spreadsheet with dates and weekly lunch selection and give to the catering manager and the head Pro prior to the start of season.
- Work with the Pro to put together the league's season schedule and a list of games (typically in April/May or when the Club's tournament schedule is finalized).

- Update the Information Booklet and the Golf Games Booklet prior to the start of season.
- Send an email with a letter welcoming new members. You will receive an email from the Pro Shop via Golf Genius when a new woman joins.
- Meet with the Golf Pro on a regular basis to keep lines of communication healthy.
- The President of the LLGA appoints the Golf and Grounds liaison. The term of this position is 3 years renewed annually.
- Review board position descriptions and update accordingly.
- Keep the LLGA logo alive by ensuring it is included on documentation, website, etc.
- Provide guidance, leadership and assistance where needed to ensure the LLGA continues to be an active and fun league.