

West Seattle Women's Golf Club Club Captain Duties

Background:

- Promotes the goals of the club as stated in the Constitution and By Laws. Oversees the coordination of the annual activities of the ladies' club. Supports the performance of the board members. Presides over all meetings of the board. Maintains an awareness of concerns/interests of club members and board members. Facilitates communication/addresses conflicts. Delegates responsibilities to board members as needs are identified

Duties of the Club Captain:

- Prior to the beginning of the season, the captain meets with the club professional to establish tee times for weekly play, monthly tournaments and the club championship.
- Also prior to the beginning of the season, the captain meets with the treasurer to establish a preliminary budget based on prospective membership numbers.
- New this year, work with the Weekly Competition Chair to review, potentially revise and publish Weekly Competition Rules for the season
- Work with other board members to review and revise as deemed appropriate the Constitution, Bylaws and Standing Rules of the WSWG
- Creates a calendar of club events including board meetings. Calls special meetings of the board and delegates special subcommittees.
- Communicate important information to club members via newsletters and emails as necessary
- Work with the Restaurant Manager to reserve Banquet Room for special events