

JOB DESCRIPTION - PRESIDENT

Updated February, 2020

Lead General Meeting

- ❖ Arrange for meeting place and coordinate food & beverage needs with MGC F&B director
- ❖ Develop meeting agenda with assistance of BOD
- ❖ Manage the meeting

Lead Monthly Meetings

- ❖ Arrange for meeting place thru MGC F&B director
- ❖ Develop meeting agenda with assistance of BOD
- ❖ Manage the meeting; follow-up on action items.
- ❖ Assign directors to ad-hoc committees to develop recommendations to the BOD involving issues and problems affecting the MGC

Attend Golf Committee Meetings

- ❖ Represent the MGC at golf committee meetings or designate a representative to attend the golf committee meetings and report back to the BOD
- ❖ Insure that issues/problems or other matters affecting the MGC are placed on the golf committee's agenda

Miscellaneous

- ❖ Complete LOP Facility Use Report in December or delegate to MGC F&B director
- ❖ Insure timely communications to club members thru electronic mail, USPS, LOP Times, etc.
- ❖ Follow-up with directors, as necessary, to insure that they are carrying out their responsibilities and assist them as needed
- ❖ Respond to inquiries or questions from LOP Board members as appropriate or refer to a MGC board member for disposition
- ❖ Respond to MGC members as appropriate
- ❖ Follow-up on yearly budget created by the MGC Treasurer. Develop countermeasures, with input from the MGC BOD, if actual expenses exceed planned expenses.