

# Hyland Hills Senior Golf Club

## Officer's Duties

### The President Duties

1. Shall be the presiding officer at all Board meetings.
2. Will make appointments as required in the Bylaws.
3. Will appoint Committees as deemed necessary from time to time.
4. Will coordinate all activities of the Board in accordance with the Bylaws and Local Rules.
5. May delegate authority and responsibilities to other Board Members as may be necessary.
6. Will be the liaison officer to the Hyland Hills local Course Management.
7. Rules and Bylaws Committee - Chairperson.

### The Vice President Duties

1. Shall assume the duties of the President in the absence of the President.
2. Will maintain the club computer.
3. Serve as Tournament Chairperson.
  - a. Create pairings, coordinate with golf staff and update website each week prior to the tournament.
  - b. Oversee player sign-in, coordinate with golf staff, enter tournament scores, tabulate results, prepare tournament reports and update website each week following the tournament.

### The Secretary Duties

1. Will record minutes of the meeting of the Board and maintain a file of the minutes.
2. Will maintain minutes and related documents of the various Committees of the Board.
3. Will process all membership applications which includes posting each individual's information to the Club's Master List and forwarding all checks to the Club Treasurer.

### The Treasurer Duties

1. Will maintain a bank account for the Club.
2. Will pay bills and expenditures that are authorized by the Board.
3. Will maintain records of all finances and other assets.
4. Will accept payments of dues from Members.
5. Will present "written" financial reports to the Board and the Club Members as required by the Bylaws, the President and the Board.
6. Will present all records to the Audit Committee after the annual closing financial statement is completed.
7. Will prepare an Audit Committee Report.