

PRESIDENT

The President will be a full-time resident of Saddlebrooke and have good general skills with a working knowledge of Word, and email.

The President has the following responsibilities:

FIRST OF THE YEAR:

The President is responsible for providing the Director of Golf Operations, the new year calendar together with a list of Board members.

WEEKLY:

The President will prepare and preside over the weekly meetings before Putting making all necessary announcements.

MONTHLY:

BOARD MEETINGS: The President will prepare a Board Agenda and preside over the monthly meeting.

LUNCHEONS: The President shall preside over the monthly Luncheon Meeting. She will be responsible for creating the Agenda for the meeting. The President's Agenda shall include but not be limited to presenting monthly awards, gift cards for members completing their assignments, old business, announcements of coming events, introducing new members, recognizing monthly birthdays.

CALENDAR OF SPECIAL EVENTS AND LUNCHEON MEETINGS

LUNCHEON DATES

In May of each year, the President and Vice President will start planning scheduling dates for Luncheon Meetings and Special Events for the following year that require a meal. Dates will be submitted to the Banquet Manager.

SPECIAL EVENTS

The President will coordinate dates and send invitations to other putting groups as needed.

ROOM RESERVATIONS FOR BOARD MEETINGS

The President will be responsible for making all room reservations needed for events throughout the year.

FOUNDERS DAY LUNCHEON

The President is responsible for sending invitations to all Past Presidents for the February Founders Day Luncheon.

ANNUAL REGISTRATION MEETING

The President will reside over the Annual Registration Meeting in January of each year.

NEWSBLASTS

In an effort to keep the membership informed the President will be responsible for sending NewsBlasts throughout the year with pertinent information, announcements, etc.

MISCELLANEOUS

The President will serve as an authorized signature on the Putter bank account.

The President will call Special Meetings as necessary.

The President will automatically become an advisory member of the Board for the year following her year of service as President. She will receive a year of free putting.

August 2025

VICE PRESIDENT

In the absence of the President, the VP will assume the duties of the President.

Requirements: The Vice President will be a full-time resident of SaddleBrooke and have good computer skills with working with Excel, Word, and Email.

In absence of the President, the *Vice President will preside over the weekly Monday morning meetings before putting. This includes welcoming new members and guests, report any illnesses and good news. Provide the statistics from the previous Monday's Putting.*

In absence of the President during our monthly Luncheons the second Monday of each month. The Vice President will thank the volunteers who participated, introduce new members, and present awards. She will ask to have the meeting

minutes from the previous meeting approved and then have the Treasurer give her report. Announce the months birthdays and sing, draw out the name of the months Birthday winner, also announce the door prize winners and the winner of the 50/50.

VP Duties:

- The Vice President will give the New Putters Orientation the day of Registration in January. She will continue to hold orientations for the new members that join throughout the months of the year to ensure all new Putters have had orientation and all the appropriate handouts, including the current calendar of events.
- Responsible for ordering all the Putter's shirts and name badges, having the green forms filled out, collecting the money and distributing them out when they have arrived. The money collected goes to the Treasurer. VP to order and pick up shirts at Aztec Embroidery, 960 W Grant, Tucson. The Name Tags will be ordered and sent to the VP home directly from AZZ Trophy. VP is responsible for updating order forms.
- Choosing the monthly Putters luncheon menu with the Board unless there is a special event. The committee for the special event will then let the VP know the menu choice and VP will contact the Banquets Coordinator.
- Meet with the President if they are items to discuss.

August 2025

SECRETARY

The Secretary will be a full-time resident of SaddleBrooke and have good general computer skills with a working knowledge of Word/Pages and e-mail.

Recording of Minutes: The Secretary will be responsible for recording and maintaining accurate minutes of all Monthly Luncheon Meetings, all Board Meetings, the Annual Meeting and any Special Meetings called by the President.

Monthly Luncheon Meetings: The minutes will be sent to the President for review and after the President accepts the minutes, the Secretary will provide the Web Master with a copy to be posted on the web site.

Document Maintenance: The Secretary will be responsible for maintaining current copies of all Lady Putters official documents such as The By-Laws, The Standing Rules, Tax ID Number, Job Descriptions, Committee Descriptions, etc. Any changes made to these documents will be provided to the Web Master for updating the web site. Documents will be held for current year plus three prior years. A recap of all significant motions will be maintained indefinitely.

June 2025

TREASURER

The Treasurer will be a full-time resident of Saddlebrooke and have good general computer skills with a working knowledge of Quicken, Excel, Word, and email.

Checking Account: The Treasurer will manage the “**MountainView Ladies Putters**” checking account; responsibilities include balancing the account monthly in Quicken, making deposits, and writing checks for expenses.

A new signature card, at the bank, will be signed by the current year President, Treasurer and authorized board members each year.

Collecting Checks: The Treasurer will collect checks only (no cash) and track them by name, check number, and amount paid, for the following activities: Annual dues, monthly luncheons, donations to charities (cash allowed), shirts and name tag orders, sponsorships and any miscellaneous monies. Checks for special events will be collected by the Special Events Coordinator and then given to the Treasurer for deposit.

Making Deposits: The Treasurer will total and deposit all funds collected.

Writing Checks: The Treasurer will write checks for all MVLP expenses. These expenses include, but not limited to, Food & Beverage expenses, Gifts, Prizes, Winner Cards, Awards, Decorations, Entertainment, Supplies, Printing, Charity Donations, Sunshine Committee Expenses, Shirt and Nametag invoices, Bus Rental, Event Expenses.

As needed, the treasurer will purchase gift cards from SBHOA2 admin office, for members who have completed their committee obligations. The names of these recipients will be given to the president for the board meeting agenda each month. She will also purchase extra gift cards to be used as door prizes and birthday, distributed at the monthly luncheon.

Once a month, the treasurer will purchase golf credits for the number of putters for that month with 4 or more Holes in One, or Money Hole winners. Send an email to the appropriate contact at the Mountainview Golf Shop, with names of the winners, amount to add to their account and amount of check being issued.

These winnings will be placed on the putter's SBHOA2 golf credit account for purchase in the golf shop only.

Treasurer's Reports: The Treasurer will give an oral report at each Board Meeting and during the monthly luncheon. Copy of the report and Quicken reports for the month will be given to the President and Vice-President at the monthly Board Meeting. Email all board members a copy of the summarized Treasurer's report prior to monthly Board Meeting. Keep a copy of the reports on file.

Luncheons: The Treasurer will accept luncheon checks through Monday at 2:00 p.m. of the week prior to the luncheon. She will call the Catering Coordinator, in Food and Beverage at the restaurant where the event is being held, with the count, food restrictions and logistics. The restaurant needs a 5-business day notice on all catering events.

For luncheons and special events, she will write a single check and receive a copy of the paid Invoice (day prior or day of event), payable to the Restaurant where the event is being held

The Treasurer will provide a list of putters attending the luncheon to the hostess, for use at check-in. She is responsible for providing name slips of all putters attending the luncheon to the President for the free-luncheon drawing and door prizes. Also, provide birthday of the month name slips of all putters attending the luncheon.

The Treasurer is responsible for contacting the award winning putter(s) for the month to be sure that she/they will be attending the luncheon.

The Treasurer will provide the raffle tickets to the board members tending the 50/50 table at the luncheon. Following the draw, the treasurer will write a check to the winner (s) for 25/25 or 50 percentages of the funds collected, as approved by the board.

The Treasurer will hold on to the checks until after the event in case of a person having to cancel.

Gift Card Distribution: Purchase, prepare and distribute committee gift cards, winner golf credit and 39 stickers at the first monthly luncheon following completion of tasks and winnings.

Bus to Quail Creek: Contact local bus lines, February to March, for a quote. Check on cost, deposit amount and date due. Present to the board for which service to obtain. Make all arrangements necessary with the selected bus line.

Fundraiser: Assist the fundraising committee with collecting (cash and checks) via the "yellow box", black box or mail and posting donations. Inform the committee of the status of amount collected each week. Write a check to the school district following the fundraising time frame. Committee will handle distribution of the check.

New Members: Dues are paid annually and are not pro-rated or refundable.

Shirt and Nametags: Post the check received (Excel tracking and Quicken) and give “green shirt and name tag order form” to the Vice President. Pay invoice for orders received in a timely manner.

Memoriam: Contact putter/spouse of a deceased spouse/putter to confirm where they desire to have a \$50 donation be issued and mailed.

Weekly Tracking: Keep a weekly record of the number of regular putters and guests,

Check the “black box” by the Rincon Room frequently to maintain current records.

June 2025

MEMBERSHIP COORDINATOR

The Membership Coordinator will be a full-time resident of SaddleBrooke and have good general computer skills with a working knowledge of Excel, Word, and e-mail.

The Membership Coordinator is responsible for maintaining the Membership Roster of the MountainView Lady Putters. All members are required to fill out an annual registration form. The Membership Coordinator will collect these forms at the Annual Meeting and throughout the year and input this information into a Microsoft Excel document as soon as possible. This document will be e-mailed to all MVLP Board members and the Webmaster as an Excel spreadsheet and as a PDF File. The Webmaster will post the PDF document on the MVLP web site.

The following are additional responsibilities of the Membership Coordinator:

- Update the Putter Registration form as needed.
- Retain registration forms for current year and 1 year prior.
- Create a file of new members and update it as new members join. This is sent to the Vice President so she can arrange for the new member's orientation.
- Create an emergency contacts file for all members to be kept with the first aid kit.
- Become familiar with the News Blast account and update the Putter email addresses in the account as they join.
- Notify the Webmaster if there are any issues concerning the News Blast. She will contact GoDaddy for support.

- Send a list of birthdays for the month to the president and treasurer prior to each luncheon. Also send this list to the webmaster for posting on the website.
- Assist Treasurer with monthly audit.

July 2025

STATISTICIAN

The Statistician will be a full-time resident of SaddleBrooke and have good general computer skills with a working knowledge of Excel, Word, and e-mail.

The responsibilities of the Statistician include but are not limited to:

- Receive the monthly record of member's scores from the Member-at-Large who is in charge of collecting, correcting and recording the weekly scores.
- Record the monthly scores to determine the monthly winners of the Low Net, Low Gross and Hole in Wonder Awards. A putter must attend at least three putting sessions in a given month, or two putting sessions in a month with only three available sessions, in order to be eligible to receive a monthly award.
- Maintain a record of members that have scored a 39 or below.
- Calculate each member's new handicap according to her scores for the month.
- Provide copies of the monthly scores to the President. Send the handicaps and names of monthly winners to the webmaster for posting on the website. Provide the name of any new member to the 39 list to the President or Treasurer so the member will receive a 39 sticker at the monthly luncheon.

Provide a printed sheet for the member at large for scorecards to record the weekly scores for the next month.

- Maintain a record of each member's monthly scores for Gross and Net. Members that meet the required number of weeks to play will be eligible for yearly awards. Also record the number of holes-in-one no matter how many times the member played during the month. Update yearly record based on any changes to the membership roster.

- Calculate the winners of the Yearly Awards at the end of January and provide these names to the President and the awards committee, for plaques to be engraved and prizes readied, prior to presentation of the annual awards at the February luncheon.

July 2025

EVENT COMMITTEE ADVISOR(S)

The Event Committee Advisor(s) will be a full-time resident(s) of Saddlebrooke and have good general computer skills with a working knowledge of Excel, Word, and e-mail.

The Event Committee Advisor(s) will call or email all committee members and arrange the first meeting of each special event committee. At this meeting, she will present the committee with the folder giving details of this event in the past. She will help the committee members get organized, choose a chairperson or co-chairs and a secretary. She will answer any questions the committee members have about the event. She will be available if there are further questions after the first meeting but will not attend the rest of the meetings for the event unless needed.

The Event Committee Advisor(s) will keep track of details for each event. She will be responsible for presenting the folder to each committee and collecting it after the event, making sure that the committee has added a summary of their actions to the folder. These folders are used for reference the next time an event is held.

The Event Committee Advisor(s) works closely with the Special Events Coordinators.

June 2025

SPECIAL EVENT COORDINATOR(S)

The Special Events Coordinator(s) will be a full-time resident of SaddleBrooke and have good general computer skills with a working knowledge of Excel, Word and email. She will be:

- Responsible for contacting the event chairperson/committee to get event details (specifically initial announcement date for the event). After the initial announcement is made to the putters, the Special Event Coordinator takes over the tracking and collecting of the putter checks for the event. The Special Event Coordinator will use an Excel spreadsheet to do this. Sign up for all events involves the putter placing a check in the black box writing the event on the memo line.
- Responsible for ongoing updating and tracking of the Excel spreadsheet up until the date of event
- Responsible for sending the final Excel spreadsheet after the deadline to the Webmaster for posting on the website. If cancellations occur between posting and the actual date of the event, it will be updated on the website.
- Responsible for announcing, posting, and adhering to deadline date for payment.
- Responsible for collecting checks and tracking them by name, check # and amount paid.
- Responsible for entering on the Excel spreadsheet the handicap or average of each putter.
- Responsible for providing a copy of the completed payment list and collected checks to the Treasurer no later than the day of the event.

June 2025

MEMBER AT LARGE – SCORE CARDS

Member at Large - Scorecards (Scorer) will be a full-time resident of SaddleBrooke and have good general computer skills with a working knowledge of Word and e-mail.

SCORER will be responsible for obtaining supply of blank score cards from the Board Member who is assigned to print score cards when needed.

SCORER will prepare cards in advance and provide to the Member at Large (Course Set-up/Chip Starters/Course Take Down) for use on Monday mornings.

SCORER will pick up all the used and unused cards at the end of each putting session from the Member at Large (Course Set-up/Chip Starters/Course Take Down).

SCORER will be provided with the Money Hole numbers picked by the Course Set-Up Committee each week.

SCORER will tally statistics from all completed scorecards each week.

SCORER to transfer each putter's score weekly (score and holes in one) onto the monthly handicap sheet provided by the Statistician. After the final Monday of the month, the completed handicap sheet will be provided to the Statistician. A new stat sheet will be provided to the SCORER by the Statistician to be used for the following month.

SCORER to keep a copy of the emailed weekly report sent to Board members each week in a binder for a reasonable amount of time.

SCORER will be responsible for training any future replacement for this position.

July 2025

MEMBER-AT-LARGE (M-A-L)

COURSE SET-UP/CHIP STARTERS/COURSE TAKE DOWN

This Member-At-Large (M-A-L) will be a full-time resident of SaddleBrooke with a working knowledge of Word and email. The M-A-L is responsible for contacting each member of Course Set-up/Chip Starters/Course Take Down one week prior to the assigned month by email to remind her of her forthcoming duties.

She will send each member by email the procedure to follow for her duty and request a R.S.V.P. from the member. If the M-A-L does not receive a response from a member, the M-A-L will follow up with a telephone call. If a member cannot fulfill her commitment, she is responsible for finding a replacement. If she cannot find a replacement, she will notify the M-A-L Course Set-up/Chip Starters/Take Down in a timely manner who will request a replacement from the M-A-L, Committee Assignments.

The M-A-L will advise the members if there is a special event and let them know if they will be needed.

The M-A-L will bring all equipment/supplies needed for putting by 7:45 April 1-September 30 and by 8:45 October 1-March 31. The M-A-L is responsible for collecting and storing the equipment/supplies following putting.

COURSE SET-UP

The M-A-L will provide the orange cones, pink numbered 1-18 tee markers and pink warning flags which will be located on the cage wall separating the patio from the golf cart path.

The M-A-L will give a member of Course Set-up the slip of paper for submitting the Money Hole. The member will give the Money Hole slip of paper to M-A-L in charge of Score Cards. In her absence this information can be given to the President or Vice President.

CHIP STARTERS

The M-A-L will provide the score cards which she received from the M-A-L **in charge** of Score Cards, boards for the score cards, pencils, bag with numbered chips, slip of paper for guests along with an envelope for the dollar/dollars collected, and a sheet for keeping track of how many putters on each hole. After putting is finished, the score cards will be put in numerical order for the M-A-L in charge of Score Cards who will collect the cards. The balance of the items will be handled by the M-A-L in charge of Course Set-up/Chip Starters/Course Take Down.

COURSE TAKE DOWN

The members will collect the orange cones, the pink numbered 1-18 tee markers put in numerical order and the pink warning flags. The M-A-L is responsible for collecting and storing the equipment/supplies following putting.

June 2025

MEMBER AT LARGE - COMMITTEES

The Member at Large – Committees is a board position and therefore, this position can only be filled by a full-time resident of SaddleBrooke. This position can be represented by one person or two people. It is the responsibility of the Member at Large in charge of committees to organize and assign committee tasks based on members' preferences as expressed on committee sign-up sheets at the annual meeting or verbally after the annual meeting. All members are required to volunteer for a committee unless excused by the board due to health constraints. Board members are not required to volunteer for committees but are allowed to volunteer as needed.

Following are items to be completed and maintained:

Attend monthly board meetings to report on committee openings and completion of committee assignments.

Attend the annual MVLP meeting and assist in assigning committee members.

Maintain an Excel spreadsheet detailing which members are assigned to each committee. This spreadsheet should be distributed to all board members and the Web Master as changes are made.

Update the Roster, which is provided by the Membership Committee, as to who has been assigned to a committee.

Contact individual members who have not been assigned to a committee to encourage them to choose a committee in which they are interested and help them decide on which month they are able to serve on the committee. (i.e. Course Set Up, Take Down and Chip starter are positions that last for a month, therefore, they can choose the month they want to complete the committee assignment)

Keep a list of MVLP “Angels” who are willing to fill in if a member cannot serve the full term of their assignment. These lists are not necessary for Special Events committees.

Maintain forms the Board requires as worksheets to determine when Special Events committees shall meet and begin the planning process for these events.

Provide Sign-Up sheets for use at the annual meeting.

Complete other assignments as required by the board.

July 2025

MEMBER AT LARGE

MVLP SPONSORSHIP COMMITTEE CHAIR

The Chair of the Sponsorship Committee is responsible for the coordination of the activities of the committee.

These responsibilities include but are not limited to:

Maintaining forms needed for the recruitment and transactions related to Sponsors:

1. Putters' history form is available for committee members to provide to prospective Sponsors.
2. Contract for Sponsors who agree to the sponsorship
3. Award Certificate of Sponsorship
4. Update the Sponsorship Bulletin Board
5. Maintain an Excel Spreadsheet showing approved sponsors, prospective sponsors and their status (whether they have been contacted and their response to the program)

Changes to these forms require approval from the board of directors.

When a Sponsor has signed the contract, the committee member who contacted the Sponsor shall collect the funds for the appropriate level of sponsorship. The Chair shall then arrange to get the artwork from the Sponsor and send it to the sign shop for approval of the graphics. When the graphics are approved, a check for ½ of the cost is delivered to the sign shop. When the sign is completed, the sign is picked up and the remaining balance is paid. After the sign is received the Chair makes arrangements with the Sponsor to have a picture taken of them with the sign. The pictures are sent to the Web Master to have them uploaded to the MVLP website.

Committee members shall contact the Sponsor to find out if they would like to speak at a monthly luncheon. If the Sponsor wants to speak, the Chair shall contact the Sponsorship Advisor to schedule the Sponsor's appearance.

The Committee Chair shall serve for the entire fiscal year. Members of the committee shall serve in monthly positions. The Chair shall coordinate the jobs and assignments to committee members. These shall include:

1. Displaying Sponsor's signs at all putting events
2. Displaying the bulletin board at all putting events and luncheons

The Chair shall assign committee members to contact Sponsors prior to their renewal to solicit sponsorship for the new year.

Complete additional duties as assigned by the Board of Directors.

July 2025

WEBMASTER (position not an Officer of the Board)

The Webmaster may be a part-time resident of Saddlebrooke and have good general computer skills with a working knowledge of Excel, Word, and e-mail. She also needs a working knowledge of WordPress.

The Webmaster is the administrator of the Mountainview Lady Putter web site and is responsible for keeping it updated. Information that is to be collected and updated on the Web includes:

- Keep “Hot News Page” current each week. This page has any information needed by the membership.
- Keep the “Special Events” pages up to date with detailed information about each of the upcoming events.
- Add names of birthday Putters, luncheon minutes and picture of monthly Award Winners and Annual Winners.
- Update the By-Laws, Standing Rules and other official documents when changes approved by the Board/membership are received from the Secretary.
- Keep Membership Directory current.
- Update Putter Handicaps monthly. The statistician will forward this info to you.
- Add photo pages for each event using Cincopa
- Publish the Officer Page, Committee Page, and Calendar of Events Page in January of each year.
- Photos are very important to the Web Site. They may be taken by the Webmaster or by another member and submitted to the Webmaster electronically.
- Post photos of the sponsors with their signs on the sponsorship page.

The Webmaster is also responsible for managing the GoDaddy account which includes:

- Contacting GoDaddy support for assistance with all website issues.
- Notifying the Board and Treasurer when a renewal of a plan is due and getting Board approval for the plan. Payments will be on auto-pay and paid with MVLP’s debit card. Provide the Treasurer with a receipt of payment.
- Become familiar with the News Blast email account. Train the new Vice-president on how to send the News Blast emails.

- Backup the Membership Coordinator with the inputting of members' email addresses in the News Blast account.