

PACIFIC NORTHWEST GOLF ASSOCIATION WOMEN'S COMMITTEE

GUIDELINES

The Pacific Northwest Golf Association (PNGA) is a voluntary organization comprised of member golf clubs and golf courses, with individual members. It operates solely for service to golf and not for profit.

The purpose of this publication is to outline the general principles, policies, and work of the PNGA Women's Committee.

VISION

The PNGA Women's Committee works to support the special interests of women by influencing and shaping Championships to provide an exceptional experience for the female golfer.

MEETINGS

The Women's Committee meets at least once each year in October following the Women's Senior Championship. Additional meetings may be held at other such times as the Women's Chair deems necessary.

As the Women's Committee is charged with the mission of managing the affairs of Women's possible.

Meeting attendance records will be kept by the Secretary. Meeting attendance and participation are strong considerations examined by the Nominating Committee when considering a slate of nominees for future consideration on the Women's Committee.

Women's Committee meetings are conducted either at member clubs or other appropriate facilities (hotels, restaurants, etc.) which make food service available. It is traditional for the Association to host a lunch for the Women's Committee meetings when applicable.

The Chairwoman of the Women's Committee and Executive Director coordinate the date, time, and location of Women's Committee meetings. A written notice and a tentative agenda are mailed to Committee members at an appropriate time in advance of each meeting.

Women's Committee meetings shall be conducted in accordance with "Roberts' Rules of Order."

EXPENSES

In accordance with the "Amateur Ideal," each Committee member is expected to pay her expenses to/at/from all Association meetings and activities unless otherwise stated. Exceptions must be approved by the President and Treasurer in writing and submitted to the Executive Director for filing.

As a 501(c) 3, non-profit corporation, some contributions to the PNGA are deductible for federal income tax purposes. (Please see PNGA Executive Director for clarification)

OUTLINE OF WOMEN'S COMMITTEE JOB DESCRIPTIONS

- * Attend all applicable Women's Committee meetings and any other special meetings
- * Serve as Chairwoman or Representative on a Women's Committee related committee or Chairwoman of a PNGA championship, as appointed by the Women's Committee Chairwoman
- * Committee members should make every effort to persuade their club to host either a USGA, Golf Canada, PNGA or state/provincial association event on a regular basis
- * Volunteer at least one day to an Association championship each year
- * If at all possible, play in at least one Association championship during term
- * If possible, attend a USGA\PGA, Golf Canada or PNGA sponsored Rules of Golf workshop during term
- * Attend at least one state/provincial association sponsored handicap and/or course rating seminar during term
- * Attend an Evans Scholars Interview and Selection Committee Meeting during term
- * Promote PNGA at home club by regularly reporting to club Board of Directors and general membership about PNGA activities (i.e., through club newsletter, web site, meetings, etc.)
- * Committee members are encouraged to see that their home club is a member of the USGA and/or Golf Canada
- * Perform other duties as assigned by the Chairwoman

NOTE: All Women's Committee members are strongly encouraged to participate as members of the following:

- PNGA Patrons of Golf Program (Minimum contribution \$50)
- USGA Members' Program (Minimum contribution \$25)
- Evans Scholars Foundation Par Club (Minimum contribution \$150)

SPECIFIC DUTIES OF OFFICERS

CHAIRWOMAN (minimum of Two-Year Term)

- Calls for and conducts applicable PNGA Women's Committee meetings
- Is a member of the full PNGA Board of Directors and Executive Committee, attends all applicable meetings and activities associated with being a PNGA Director and as directed by the President
- Appoints Committee Chairwomen and Representatives for applicable committees

- Ex-officio member of all Women's Committee committees, except for the Nominating Committee
- Attends as many PNGA Women's championships as possible during term; speaks at banquets and awards ceremonies promoting the activities of the PNGA and makes appropriate introductions of PNGA officials, etc.
- Attends as many major PNGA activities and functions as possible during term, including but not limited to PNGA Annual Meetings, PNGA Hall of Fame Banquet, and other appropriate activities at which the PNGA Women's Committee would benefit from being represented
- Maintains and updates informational file or notebook from the year's activities for incoming Chairwoman
- Introduces herself to all new PNGA Women's Club Representatives at the Annual Meeting and other functions
- Is a designated member of the PNGA Championship Committee and Hall of Fame Committee and is encouraged to attend those committee meetings and activities
- Coordinates a meeting early during each year of her term (no later than April 1) with the PNGA Senior Director of Rules & Competition (PNGA staff) to determine the Chairwoman's specific duties and role with each of the PNGA championships for the coming season.
- During the second year of her term, interacts and informs the Chair-Elect of all duties which she will be expected to perform the following year after assuming the Chairwoman's duties; such interaction should also include conducting an end-of-the-year orientation or "download" meeting with the Chair-Elect to further prepare her for succession as Chairwoman

CHAIRWOMAN-ELECT (One-Year Term)

- Conducts applicable Women's Committee meetings in the absence of the Chairwoman
- Attends as many PNGA women's championships and activities as possible during term to assist the Chairwoman and learn procedures for the following year
- Attends as many major PNGA activities and functions as possible during term, including but not limited to PNGA Annual Meetings, PNGA Hall of Fame Banquet, and other appropriate activities at which the PNGA Women's Committee would benefit from being represented
- Introduces herself to all new PNGA Women's Club Representatives at the Annual Meeting and other functions
- Generally observes the duties of and assists the Women's Committee Chairwoman with all necessary tasks in an effort to learn the Chairwoman's duties in advance of assuming the position of Chairwoman herself
- Confers with the Chairwoman and Executive Director in determining Committee appointments for the following year and submits them to the PNGA office for distribution in advance of fall Women's Committee Meeting (generally determined by September 1)

SECRETARY

- Records and reports the official attendance and the Minutes of all PNGA Women's Committee meetings. Once completed she sends meeting Minutes out to the Women's Committee, Executive Director and Director of Membership Services for posting to the website.
- Assists Chairwoman with other necessary administrative duties

SPECIFIC DUTIES OF CHAIRWOMEN AND REPRESENTATIVES ON WOMEN'S COMMITTEES

Appointments

All PNGA Women's Committee Chairwomen or Representative positions shall be appointed by the Chairwoman-Elect in advance of the fall Women's Committee meeting at which she assumes her position as Chairwoman. While certainly not required, it is advised that input from the current Chairwoman, other members of the Women's Committee, and the PNGA Executive Director be sought in advance regarding appointments. Committee Chairwomen and Representatives serve at the discretion of the current Chairwoman. Generally terms are for two years, except for PNGA championships, where those chairwomen shall serve a one-year term.

Communications Chairwoman

Works with the PNGA staff to develop an outreach strategy to communicate PNGA services and activities to PNGA member women's clubs to encourage support and involvement. Works in tandem with all other Committee and Women's Committee members to assist them with their communication strategies enhancing each respective committee's work. She also serves on the PNGA Communications Committee, which oversees the two PNGA magazines (*Pacific Northwest Golfer* and *Golf Northwest Magazine*), the PNGA web site (www.thepnga.org), and all PNGA communications efforts.

Nominating Chairwomen

The Chairwoman of the Nominating Committee is the Women's Committee Immediate Past Chairwoman. The Nominating Committee shall consist of Immediate Past Chairwoman, Zone Representatives and a minimum of two other past Committee Chairs appointed by the Nominating Chairwoman. During the first year of the current Chairwoman's term and in advance of the annual fall meeting of the Women's Committee the Nominating Committee will conduct a meeting (normally by September 15) to review potential candidates and recommend an individual to the Women's Committee for the position of Chairwoman-Elect.

Championship Chairwoman

The Championship Chairwoman should provide input annually to the Women's Committee, Women Club Representatives and PNGA Staff regarding future sites and other related information. The Championship Committee Chairwoman is an automatic member of the PNGA Championship Committee. She should attend the PNGA Championship Committee Meeting in the fall each year, which is usually held in mid to late October.

Zone Representatives – (One from each PNGA Zone, for a total of five Representatives)

In order to afford representation on the PNGA Women's Committee from each of the five zones in the PNGA, a Representative from each zone is appointed as a member of the Committee. Each Representative is encouraged to stay in close contact with their respective state and provincial amateur golf association and inform the Committee of any appropriate activities within their region. This includes schedules, venues, ideas and best practices that resonate in attracting, retaining and growing championship events. One Representative from each of the following PNGA zones shall be appointed to the Women's Committee.

Zone 1 (Oregon)

Zone 2 (Eastern Washington)

Zone 3 (Western Washington and Alaska)

Zone 4 (British Columbia and Alberta)

Zone 5 (Idaho and Montana)

CHAMPIONSHIPS – A Chairwoman shall be appointed by the Women's Committee Chairwoman for each Women's PNGA championship. A Chairwoman is usually a PNGA Club Representative. She is traditionally the PNGA women's Club Representative at the host club. She would also automatically have a position on the Women's Committee for that year. She shall work in close cooperation with the PNGA Championship Department staff.

In the event a host club does not have a PNGA women's Club Representative, the PNGA Women's Committee Chairwoman may appoint a Championship Chairwoman who is not a member of the host club.

Also, at the discretion of the Championship Chairwoman and after consultation with the PNGA Women's Committee Chairwoman, a Co-Chairwoman may be appointed to assist with coordinating the details of the championship.

Each Championship Chairwoman shall work closely with the PNGA Championship Department staff and in accordance with the PNGA Championship Committee Manual to coordinate the many logistics of conducting a PNGA Women's championship. Championship Chairwomen shall be appointed for each of the following PNGA championships:

Women's Amateur and Women's Mid-Amateur Championships

See PNGA Championship Manual for specific duties, which includes a written post-Championship report

Junior Girls' Championship

See PNGA Championship Manual for specific duties, which includes a written post-Championship report

Senior Women's Team Championship

See PNGA Championship Manual for specific duties, which includes a written post-Championship report

Senior and Super Senior Women's Amateur Championship

See PNGA Championship Manual for specific duties, which includes a written post-Championship report

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