

APPENDIX “B”

**ATTACHED TO AND FORMING PART
OF THE
CONSTITUTION
DATED THE 15th DAY OF APRIL 2025**

For the

FAIRFIELD GOLFERS CLUB

**BOARD OF DIRECTORS
LIST OF DUTIES**

FAIRFIELD GOLFERS CLUB

DUTIES

PRESIDENT

DUTIES: to the Fairfield Golfers Club ("Club")

- a) The President shall chair all Board, Annual and Special meetings held by the Club.*
- b) He is responsible for the good running of the Club.*
- c) He shall represent the Club when consultation with other groups or organizations is requested or required.*
- d) He shall be a signing officer for the Club in relation to all financial matters.*

HEALTH & WELFARE:

- a) To be informed if a member has a health issue*
- b) If necessary, contact a friend of the member to determine the issue*
- c) If possible, determine recovery time and return time to golf.*
- d) With OK of Member inform Executive or full membership of member's condition.*
- e) Depending on the estimated recovery time, stay in contact with the member.*

FAIRFIELD GOLFERS CLUB

DUTIES

VICE-PRESIDENT

DUTIES: to the Club

- a) The Vice-President shall be required to perform the duties of the President in his absence.*
- b) He shall perform any other duties as requested by the President.*
- c) He shall be a signing officer for the Club in relation to all financial matters.*
- d) He will coordinate the meals for the Club (AGM, Championship, and fun days).*
- e) He will book the venues for meals.*
- f) He is responsible for booking the Spring Meeting and the AGM.*

FAIRFIELD GOLFERS CLUB

DUTIES

SECRETARY-COMMUNICATIONS CHAIRMAN

DUTIES: to the Club

SECRETARY:

The Secretary shall be responsible for recording and maintaining the minutes of the Board, Annual or Special Meetings held by the Club and shall, on request by any member, make available the minutes of any Annual or Special meetings to that member except when a member of the club is named in the minutes for any disciplinary action, those minutes must be kept private and not to be shared with any non board member of the club.

COMMUNICATIONS:

The Communications Chairman is responsible for all E mail communications between the Board Members and the Club Members.

Functions:

- 1. Maintain an up-to-date Group Contact Distribution List ("Membership") and a Word version of the Fairfield Club E Mail Distribution List.*
- 2. Compare this list with the Treasurer and Membership Chairman and Website Chairmen and to ensure that it includes 100% of paid-up members and Alumni and share that up-dated list with the Membership Chair.*

FAIRFIELD GOLFERS CLUB

DUTIES

- 3. Maintain an accurate Group Contact Distribution List by deleting members who leave, adding new members who join and up-dating E mail address as they are available. This information will be shared to all Board Members from other Board Members.*
- 4. The Communication Chairman will be the only Board Member with an up-to-date Group Contact Distribution list.*
- 5. All Group E mails to the Membership will be sent out as "Blind Copy". Always CC the Board Member requesting the E mail to be distributed.*
- 6. During the golfing season, there are 2 critical weekly distributions to the Membership. The Tee Times and 4Somes are sent out Sunday morning for Tuesday games and on Tuesday morning for Thursday games. The Tee Times and 4Somes are provided by the Game Day Liaisons.*
- 7. Ad hoc e-mails from Club Members will be sent to the Membership – eg. Lost/found items from golf days.*
- 8. Obtain a Zoom license on a yearly basis upon direction of the President and submit the cost to the Treasurer.*
- 9. Arrange Zoom Meetings on behalf of the board.*

FAIRFIELD GOLFERS CLUB

DUTIES

- 10. Assist Board Members at the Spring Meeting, Annual General Meeting and various golf events throughout the golf season*
- 11. When notified that a New Member's fee has been deposited, send the completed Application to all board members, on behalf of the Membership Chair.*

FAIRFIELD GOLFERS CLUB

DUTIES

TREASURER

DUTIES: to the Club

- a) The Treasurer shall be responsible for maintaining all records relating to any financial transactions made on behalf of the membership of this organization.*
- b) He shall be a signing officer for the Club in relation to all financial matters.*
- c) He shall prepare a yearly financial report detailing the financial record of the Club and will, upon request by any member, make available a copy of the report.*
- d) He shall co-ordinate the timing and wording of the notice to existing members to pay their fees for the next golf season. Once fees are confirmed for an existing member, he will update the Fairfield website by "ticking the paid box." This will provide, immediately, the current state of paid/unpaid members.*
- e) For all new members, when the Treasurer receives the fee, either via E-transfer or cheque, he shall activate them by pressing the "New Member" button under Manage Waiting List on the Fairfield Website. Then the New Member welcome email will automatically go out to the new member and all Board members.*
- f) He shall be required to perform any additional duties that may be assigned from time to time.*

FAIRFIELD GOLFERS CLUB

DUTIES

IMMEDIATE PAST PRESIDENT

DUTIES: to the Club

a) The Immediate Past President shall be a member of the Executive of the Board of Directors.

b) He will assist in making decisions pertaining to the running of the Club and give advice where needed.

c) He shall be appointed Chair of the Nomination Committee.

d) He shall notify the membership of the upcoming election and explain the procedures for them to be nominated. When he has all the names, he shall present them for voting and approval at the AGM.

He will assist the BOD to fill any vacant positions of the Board that will be appointed by the Executive.

FAIRFIELD GOLFERS CLUB

DUTIES

COURSE SCHEDULE CHAIRMAN

DUTIES: to the Club

- a) The Course Schedule Chairman will contact the courses and set up the schedule.*
- b) He will obtain pricing from each course and negotiate price where necessary and possible.*
- c) He will publish or have published the schedule on the Club website.*
- d) He will deal with the courses if any issues or problems arise throughout the season.*

The Course Schedule Chairman, in conjunction with the Tournament and Special Events Chairman, with the approval of the President and the Board of Directors, will decide on the dates and courses to be played the following year. This will include any special days such as Club Championship and any "fun days" scheduled.

FAIRFIELD GOLFERS CLUB

DUTIES

GAME DAY LIAISON CO-CHAIRMEN

DUTIES: to the Club

- a) There are 2 Game Day Liaisons to handle Tuesday (and occasional Monday) and Thursday bookings, and they will be the contact person between the Club and the golf courses for all scheduled games.*

Tuesday bookings- Once the registration is closed on Wednesday noon, the game day liaison notifies the course of the registered numbers and begins compiling the foursomes. The roster must be completed by Friday and emailed to the Proshop so they can complete their bookings for their Tuesday bookings. We ask that members please make any requested change no later than the Thursday after the closing of registration.

Thursday bookings- Once the registration is closed on Wednesday noon, the game day liaison notifies the course of the registered numbers and begins compiling the foursomes. The roster must be completed by Sunday and emailed to the Proshop so they can complete their bookings for their Thursday bookings. We ask that members please make any requested change no later than the Sunday after the closing of registration.

- b) If the scheduled game is a shot gun start, they will make up the groups (foursomes) and send the list by email to the golf course and the designated starter by the day noted above for either Tuesday or Thursday.*
- c) If the game is not a shot gun format, they will make up the groups (foursomes) and tee times and send the list by email to the golf course and the designated starter by the day noted above for either Tuesday or Thursday.*

FAIRFIELD GOLFERS CLUB

DUTIES

GAME DAY LIAISON CO-CHAIRMEN (cont'd)

- d) *If there are significant changes to the list prior to the booking date, they should advise the course and the starter as soon as possible.*

FAIRFIELD GOLFERS CLUB

DUTIES

TOURNAMENT & SPECIAL EVENTS CHAIRMAN

DUTIES: to the Club

- a) The Tournament and Special Events Chairman (TSEC) is responsible for scheduling, organizing, and administering the multiple events that are interspersed in the weekly schedule of GAME DAYS throughout the season.*
- b) Special Events range from simple 'Closest the Hole' competitions to the flagship Club Championship.*
- c) The TSEC is assigned a Prizes Budget approved by the BOD, and purchases prizes to present to winners of the various events.*
- d) The TSEC communicates to the membership throughout the season to announce when competitions are taking place and also advise which players were successful. Communication is via email and the Notice Board section of the Club website.*
- e) The TSEC will introduce new events as appropriate and will poll members on new events, ideas for change and which events need to be discontinued or amended.*
- f) The TSEC works closely with the Vice-President (refreshments) and Handicaps Chairman, as both these roles crossover and support the Special Events activities.*

SPECIAL NOTE:

The detailed description on how each event is run can be obtained from the BOD or the Tournament and Special Events Chairman.

FAIRFIELD GOLFERS CLUB

DUTIES

MEMBERSHIP CHAIRMAN

DUTIES: to the Club

a) Board of Directors meetings

- *prepare and present a report on changes in membership including total membership as of the Board meeting date including alumni members, new Members who have joined, old Members not renewing or who have passed on, and how many prospects are on the waiting list.*

b) Spring Meeting and AGM meeting

- *attend both the Spring Meeting, and the AGM in the fall and prepare and present a report on changes in membership as reported to the BOD*

c) Existing Members

- *maintain contact with as many members as possible at each golf game to get to know players, to discuss with them if they have any questions about the club, any suggestions for improvements or changes, and to ensure they have a point of contact for referring future members*
- *encourage existing Members to rejoin for the next golf season*
- *follow up on existing members who have played a minimal number of games during the season to see if there is a reason(s) that they are not playing*

FAIRFIELD GOLFERS CLUB

DUTIES

MEMBERSHIP CHAIRMAN (cont'd)

- *follow up with existing members where there are problems, complaints or comments about the Club. These will often be forwarded to the President for follow up or added to the BOD agenda as judged appropriate.*

d) New Members

- *point of contact for potential new members who may be interested in joining*
- *provide potential new members with information about the Club, including annual fees, how games are organized and how the Club operates*
- *forward current application for membership to the potential new member*
- *add that potential new member to the Manage Waiting List on the website (name, email address, phone # and date added).*
- *when a spot is available, send the application to the Treasurer, Secretary-Communication Chair and the Website Chair and ask the new member to send his fee to the Treasurer*
- *When the New Member welcome email introducing the new member is received by all Board members that will indicate that the new member's fee has been deposited, and the Membership Chair will send the new member's completed application to all board members (via the Secretary-Communications Chair).*

FAIRFIELD GOLFERS CLUB

DUTIES

HANDICAP CHAIRMAN

DUTIES: to the Club

1. Collecting Score Cards

The Handicap Chairman is responsible for collecting member scores for each round played.

- a) *The Handicap Chairman will collect a scorecard from each foursome participating in a Fairfield golf round.*
- b) *One member of each foursome is responsible for ensuring the score card is provided to the Handicap Chairman, either directly at the course following a round, or emailed to the Handicap Chairman via a scanned copy or legible photo image.*

2. Recording Member Scores and Handicaps

The Handicap Chairman is responsible for recording member scores for each round played and inputting those scores for the determination of member handicaps.

- a) *After all score cards have been submitted for a particular golf round, they are entered into the Handicap System*.*
- b) *The corresponding Handicap Manager app is used to input each member's scores for the round played.*
- c) *Once member scores are input, the Handicap System automatically tabulates the member's handicap.*

FAIRFIELD GOLFERS CLUB

DUTIES

HANDICAP CHAIRMAN (cont'd)

- d) *Member handicaps and scores (both current and historical) are then available to be viewed on the Fairfield website, via a link to the Northern Systems Handicap Manager portal.*

3. Recording & Reporting Member Attendance & Handicaps

The Handicap Chairman is responsible for maintaining and reporting member attendance and handicaps at regular intervals (weekly).

- a) *The Handicap Chairman will attain a copy of the starter sheet for the round played, either from an email sent out by the Game Day Liaison or from the Fairfield website.*
- b) *Using the starter sheet, scorecards and handicaps calculated by the Handicap System, new data is transcribed onto an Attendance/Handicap worksheet after each round played.*
- c) *The worksheet records the following data for each round:*
 - 1. *Golf course name & date played*
 - 2. *Member's registration for the scheduled course*
 - 3. *Member's attendance for the course played*
 - 4. *Member's current handicap*
- d) *The worksheet automatically calculates each member's total games played, as well as games missed (i.e., "no shows"). In addition, it totals the number of rounds played for each scheduled course and total member rounds played to date.*

FAIRFIELD GOLFERS CLUB

DUTIES

HANDICAP CHAIRMAN (cont'd)

- e) *Each member's total games and current handicaps are then extracted to create the weekly Handicap Report. The report is then sent (via a weekly email by the Communication Chairman) to all members to report on the courses played and attendance for that week, as well as the courses to be scheduled for the following week.*

4. Championship Days & Tournaments

The Handicap Chairman will assist in gathering, compiling and sorting member handicap data and scores to support the preparation and execution of designated events such as Club Championship Competition Days ("Comp Days"), Tournaments and Fun Day events.

- a) *The Handicap Chairman will assist in compiling member course handicaps and in tracking member scores for Comp Days, leading to the determination of the annual Club Champions.*
- b) *The Handicap Chairman will assist in gathering, compiling and sorting member course handicap data to help with the preparation of teams and/or flights for tournaments and fun day events (e.g. best ball scrambles).*

***Handicap System**

Handicap Manager by Northern Systems (from Ottawa) is the software we currently use for logging and reporting member scores and handicaps. John Hutton is the support contact (support@northernsystems.com). The website is www.northernsystems.com. Our license is renewed once a year at December 31st.

FAIRFIELD GOLFERS CLUB

DUTIES

WEBSITE CHAIRMEN

DUTIES: to the Club

- a) Oversee the operations of our Fairfield Golfers Club website.*
- b) Make the necessary changes to our website as directed by the Club President.*
- c) Manage and edit any changes to our current members information.*
- d) Help new members (via welcome email) and existing members requiring assistance to login to our website.*