

TWGA President Job Description

The President presides at all meetings of the Association, is a member ex-officio of all standing and special committees, excluding the Nominating Committee, and represents the Association to other organizations. This position is elected in even numbered years for a two-year term.

Appoints a Historian who will maintain and preserve the historical records of TWGA. Appoints a Webmaster to oversee TWGA.org. Appoints and/or approves Chairperson candidates.

Presides over four key meetings, and others as needed, which include:

- A working meeting of the Executive Committee, Chairpersons, Historian and Webmaster, generally held in November, to seek input for the new budget and tournament schedule; propose updates to TWGA.org, to include Representative Information; make suggestions on luncheon sites and address any unfinished or new business.
- A working meeting of the Executive Committee, Chairpersons, Historian and Webmaster, generally held in January, to review, modify and approve the budget; review and propose changes to the By-Laws and the Rules of Competition (proposed changes to be presented at the first Board meeting of the year); receive a tournament schedule update; finalize documents for Representatives' Information on TWGA.org and address any unfinished or new business.
- A meeting of the Board, before the season begins, to present the budget and tournament schedule; present Chairperson reports; discuss the contents of Representative Information on TWGA.org; vote on a charitable organization to support with the 25%/75% raffle and address any unfinished or new business.
- The Fall Meeting and Awards Luncheon, following the final sweeps, to present year-end reports from the Treasurer and Chairpersons; conduct the officers election; present awards to event and year end award winners; address any unfinished or new business and conduct a door prize drawing.

Appoint an auditor for an annual audit of the Association books. Present them for audit as soon as they can be closed following the fall meeting.

Notify Sunshine representative of any member who is ill so a card can be sent. Include member's address in email.

Review job description once a year and update as necessary. Submit it to the Secretary and Historian.

Respond to TWGA.org website inquiries as regards joining TWGA and any other inquiries.

Performs other duties as required.