

**St. James Plantation Ladies Golf Association (LGA)
Officer Nomination Application Form**

Please print clearly

Date: _____

Name: _____

Phone: _____

E-mail address: _____

Please confirm with the LGA President that the position you would like to be nominated for is available to be filled. Some positions can last more than 1 year. Review the duties of each position below.

Nomination applications will be accepted from **July 1 – August 15** of each year. Please give this completed form to any member of the LGA Board or place it in the locked mailbox near the LGA bulletin board in the Members Club lower foyer.

Check which position(s) you are asking to be considered for:

_____ **Vice President/President Elect**

_____ **Treasurer**

_____ **Secretary**

ARTICLE III – DUTIES OF OFFICERS

PRESIDENT

- Preside at all meetings.
- Represent the SJLGA at all functions, including the monthly Clubs at St. James Golf Committee meetings.
- Subject to approval of the SJLGA Executive Board, have the power to fill all vacancies on the SJLGA Executive Board.
- During the year following her term, serve as an *Ex-Officio* member of the SJLGA Board.
- Shall have signature authority for funds withdrawal.
- Shall collaborate with the Tournament Director to decide on play or no-play due to inclement weather.

VICE PRESIDENT/PRESIDENT-ELECT

- In the absence of the President, perform all duties of the President.
- Act as Sergeant-at-Arms and parliamentarian at all SJLGA meetings.
- Maintain attendance records for LGA play.
- Monitor pace of play and implement necessary actions to improve pace of play.

TREASURER

- Collect all dues and all sums due the SJLGA.
- Disburse the funds of the SJLGA, upon approval of the President.
- Maintain all financial records of the SJLGA.
- Report the state of the SJLGA finances at the SJLGA Annual Membership Meeting.
- The SJLGA Executive Board shall appoint a qualified accountant who shall audit the Treasurer's books at the end of the year. The report of the auditor shall be presented at the next Annual Membership Meeting.
- File appropriate tax forms.

SECRETARY

- Keep minutes of all SJLGA Executive Board and membership meetings.
- Take charge of all correspondence pertaining to the SJLGA.
- Manage the SJLGA Newsletter, keeping it updated.
- Maintain a current list of SJLGA membership e-mail addresses to provide notices to the membership.

IMMEDIATE PAST PRESIDENT (*EX OFFICIO*)

- Shall act as an advisor with voting rights on the SJLGA Executive Board.