

# **GRSMGA Officers Responsibilities**

## **Chairman**

**Schedule and preside over all meetings during the year.**

**Arrange the upcoming year's Tournament Schedule.**

**Coordinate all Association activities.**

**Chair the executive Committee and preside over all its meetings.**

**Assist the Vice-Chairman, Secretary, and Treasurer in their duties as necessary.**

**Ensure that an appropriate set of officers for the following year is elected at the fall meeting. This will normally consist of a new Secretary and persons who have moved from Secretary to Vice-Chairman and Chairman in successive years.**

## **Vice-Chairman**

**Preside over meetings in the absence of the Chairman.**

**Prior to each GRSMGA tournament, work with the host captain to ensure that expected arrangements are well understood and under control.**

**Receive any post-event reports from host captains.**

**Serve on the Executive Committee.**

## **Secretary**

**Record and distribute the minutes of all meetings to the Officers, Captains and Co-Captains.**

**Prepare and distribute a package of forms, prior year's results, tournament schedules and roster for Team Captains at the Spring Meeting.**

**Receive and organize the Tournament Winners Report from the Host Captain and e-mail that form to all captains, co-captains, and the Treasurer.**

**Serve on the Executive Committee**

## **Treasurer**

**Be the keeper of the Association Bank Account**

**Prepare periodic Financial Statements to the Association.**

**Distribute prize money reports to the Team Captains along with prize funds for distribution to their players.**

**Receive the Host Captains Tournament Report of Expenses and Revenues and deposit the balance from the Host Captain to the Association Bank account.**

**Maintain the web site, if any.**

**Serve as advisor to the Executive Committee.**

## **Immediate Past Chairman**

**Serve on the Executive Committee**