

DAYTON GOLF AND COUNTRY CLUB BOARD MEMBER RESPONSIBILITIES 2007

**GREENS
ART KLEE**

Members: Henry Reid

MANAGER

- Course Employees
- Course Maintenance
- Course Improvements
- Course Equipment
- Cart Repair
- Irrigation System
- Cart Paths
- Ball Washers
- Flags and Poles
- Signs/Tee Markers
- Trash Collection (all)
- Cleaning Course Restroom
- Cart Paths
- Cart Path Only and Course Closing Decision due to Course Condition
- Financial Report

**FINANCE
SAM RUSBRIDGE**

Members: Bruce Lytle

BOOKKEEPER

- Financial Reports
- Paying Bills
- Payroll
- Loans
- Credit
- Deposits
- Taxes (all)
- W2's and 1099's
- Bank Accounts
- Budget Development
- Purchase Order System
- Maintain Computer
- Office Supplies
- Mail Pickup
- Insurance Policies

**MEMBERSHIP
HENRY REID**

Members: Marci Thurman

BOOKKEEPER

- Membership List
- Membership Fees
- Types of Memberships
- Promotions/Drives
- Package/Applications
- Billing
- Processing of Applications and Resignations
- Policy on Delinquent Accounts
- Guest Policy
- Suspension/Expulsions
- Correspondence with individual members

**HOUSE/SOCIAL
ART KLEE**

Members: Henry Reid

GRILLE MANAGER

- Maintenance and Repair of All Buildings
- Construction of New Buildings
- Improvements/Renovations of all Buildings
- Financial Reports
- Cash Register
- Purchasing Supplies
- Inventory Control
- Determining & Pricing of goods & services
- Grille Employees
- Planning Social Events
- Beer License
- Clubhouse Rules
- Policy for Use by Outside Groups
- Club Equipment, Furniture, and Fixtures

**PRO SHOP / RULES
ART KLEE**

Members: Henry Reid

MANAGER

- Rule Changes
- Enforcing Rules
- Posting Rules
- Rangering
- Cart Rental Agreement
- Sign-in Sheet and Tee Times
- Cash Register/Petty Cash
- Daily Deposits
- Scorecards/Pencil/Supplies
- Carts (Cleaning, Fuel/Oil, Light Maintenance, Storage, & Retrieval)
- Cleanup of Clubhouse Area
- Cart Purchases
- Pro Shop Employees

**TOURNAMENT
BRUCE LYTLE**

Members: Ray Talley

MANAGER

- Schedule
- Financial Reports
- Handicap System
- Policy for Use by Outside Groups
- Course Rating
- Calcutta's
- Tournament Planning: Format, Fees, Flighting, Prizes, Rules, Invitations, Food, Course Setup, Scores





DAYTON GOLF AND COUNTRY CLUB BOARD MEMBER RESPONSIBILITIES 2007

PRESIDENT
CANDY WARD

- Call Board Meetings
- Oversee Board Meetings
- Enforce Bylaws
- Call Stockholders Meetings
- Oversee Stockholder Meetings
- Oversee Committees

VICE-PRES
BRUCE LYTLE

- Act in Absence of President

SECRETARY
MARCI
THURMAN

- Stock Transactions
- Meeting Minutes
- Stockholders List
- Bylaw Revisions
- Notification of Stockholders Meetings
- Newsletter
- Advertising
- Participation in Community Events
- Membership in Outside Organizations

TREASURER
SAM
RUSBRIDGE

BOOKKEEPER

- Financial Reports
- Paying Bills
- Payroll
- Loans
- Credit
- Deposits
- Taxes (all)
- W2's and 1099's
- Bank Accounts
- Budget Development
- Purchase Order System
- Maintain Computer
- Office Supplies
- Mail Pickup
- Insurance Policies

This document is intended to show the responsibility of each Board member. Some of the items require Board or Stockholder approval to be revised but the person listed has the responsibility to prepare recommendations and submit for approval.