



SJGA Executive Director
Job Description
Hiring as Independent Contractor
\$15,000 to \$20,000 Annually

The SJGA **Executive Director** is accountable to the Board of Directors and works as a partner with the SJGA President.

Worksite: The Executive Director will work from his/her home and this address will become the official address of the SJGA while the ED is under contract with SJGA. A SJGA owned laptop computer, printer/fax machine and a cell phone will be provided for usage involving all SJGA business.

Maintains Documents of the SJGA such as:

- File on each member club
 - Copy of Membership Application
 - Copy of most recent rating
 - Correspondence
- Insurance Papers
 - Liability and Officers Fiduciary Insurance
- IRS & State of NJ Tax Returns and payroll taxes
- Committee Reports
- Copy of Board Minutes and Agendas
- USGA Correspondence and SJGA Reports to the USGA
- SJGA By-Laws
- SJGA Newsletters
- Association History, Fact Sheet, Media List and Press Releases

Membership:

- Responds to concerns (via telephone, mail and/or e-mail)

Member Clubs

- Visits and maintains log of telephone contacts to member clubs
- Works with Marketing Committee through contact with new clubs within our jurisdiction regarding possible membership
- Sends membership applications
- Keeps Club files updated

Computer Function

- Maintains SJGA computer system, and E-mail system
- Assists Web Host with required information for posting
- Assists Communications Director (SJGA Secretary) with SJGA Newsletter

Financial Responsibilities

- Reconciles monthly reconciliation of bank statements
- Pays all bills
- Prepares/files Quarterly/Annual Federal and State tax forms (as needed)
- Prepares /files/ mailing of 1099's
- Prepares & delivers financial reports to accountant for annual tax filings
- Maintains spreadsheets for tournament summary statistics
- Ensures that Tournament Report figures submitted by Tournament Directors agree to bank statement and General Ledger information
- Provides Treasurer and with QuickBooks download for detailed Balance Sheet and Income Statement within 5 Business Days after month's end
- Provides most recent month's approved (Summary) Balance Sheet and Income Statement to Board at least 1 week prior to Board Meeting
- Assists Treasurer in preparation of Annual Operating Plan; input data into QuickBooks; assist in variance analysis
- Processes yearly billing for member clubs and assures payments are received
- Works with Financial Review Committee on monthly reports
- Formulates (with the assistance of the Tournament Course Procurement Chairperson) and mails out Contractual Agreements with all clubs hosting yearly tournaments

USGA & Area Associations

- Serves as an information and referral person to Membership, Clubs, USGA and Community
- Maintains Contact with other area associations. i.e.: Rating Updates, Training Events

Meetings

- Attends all Board Meetings and prepares a report for said meetings
- Prepares and mails meeting notices for Annual and Representatives' Meetings
- Prepares handouts and collates Committee Reports and documents for distribution to the membership
- Responsible for maintaining up-to-date listing of Member Club Representatives and their complete contact information

Public Relations

- Assures that Press Releases and Media coverage are accomplished
- Maintains a current Media List

Tournament Preparation

- Attends workshops to learn TPP
- Receives, verifies and processes all tournament entries
- Sets up tournaments using TPP based on details per Tournament Committee recommendations
- Provides monies to Tournament Director for gift certificates
- Assures that tip monies are available
- Provides any changes to President, Web Host and TD with pairing lists at least 7 days prior to event
- Notifies venue and TD of number of players and provides starter lists as requested by venue
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Events

- Assures that starters and registrars are covered and paid

Post Event Functions

- Emails results to media with cc to President
- Prepares list of players earning handicap adjustment points and sends to Web Host for posting
- Assures all tournament scores are posted in Ghin
- Deposits all entries money
- Sends letters of appreciation to venues

TPP Software

- All tournament management is to be done using the TPP software including but not limited to:
 - Flights
 - Pairings
 - Teams
 - Starter Lists
 - Scorecards
 - Results

Other Duties

- Attends Rules of Golf or handicap seminars as requested by the Board of Directors
- Selects and purchase trophies where necessary (Needs approval of BOD)
- Attends Tournament Committee and Financial Review Committee meetings when requested
- Performs any additional responsibilities negotiated with and assigned by the Board of Directors