

RESPONSIBILITIES of the **President:**

Must be a member of the Ocean Hills Golf Club.

1. Have a working knowledge of the Charter, Bylaws and Standing Rules of the Golf Club and insure that all Golf Club actions and activities are conducted in conformance with these documents.
2. Act as CEO of the Golf Club.
3. Develop meeting agendas and preside at the Board of Directors and General Membership Meetings. If unable to do so, notify the Vice President in advance of the meeting.
4. Assure dissemination of agendas for Board of Directors and General Membership meetings at least 7 days in advance of each meeting. S. Direct an audit of the Golf Club's financial accounts as of December 31 of each year.
5. During the January General Membership Meeting, report the results of the audit of the prior year's financial accounts.
6. At the January meeting of the General Membership, submit names of appointed Board members to the General Membership for ratification.
7. In January, submit to the Board of Directors proposed members for all chairperson and committee positions.
8. At the July General Membership meeting, appoint a three (3) member nominating committee.
9. During the September Board of Directors meeting, submit proposed dates and times for the following year's Board of Directors and General Membership meetings.
10. At the October General Membership meeting, preside over the election of officers for next calendar year.
11. At the time specified by the Recreation Department, assure that dates are scheduled for all club tournaments, meetings and special events for the coming year.
12. Attend the meetings for all OHCC Social Club Presidents.
13. Verify that the names of the current President, Vice President, Secretary, and Treasurer appear on all Golf Club bank accounts.
14. Assign the Vice President to be the overall Tournament Coordinator for all tournaments played at Ocean Hills.
15. Participate as a member of the Rules Committee to investigate alleged violations of the OHGC Rules for Tournaments played at OHCC.