

# **Nomination Report for 2024**

The following positions are available for 2024 to be elected at the AGM, April 15, 2024

## **Zone Vice Chair, Secretary Treasurer, Junior Girls' Chair, and Zone Council Rep**

### **Zone Vice Chair**      The duties are:

- 1) be deemed Chair-elect and will assume that office upon expiration of the Chair's term of office.
- 2) assist the Chair and be vested with all the powers of the Zone Chair in her absence.
- 3) when requested by the **Zone** Chair, she will assist with the Zone Championships.
- 4) be Chair of the Nominating Committee and must ensure that it is properly constituted each year as outlined in the Zone 2 Women's Committee By-Laws. (By-law IV 3.b.1)-7))
- 5) in the absence of the Chair, chair the Zone Discipline and Disputes Committee.

### **Secretary/Treasurer**

#### **Secretary's duties are:**

- 1) keep a list of Member Clubs, Member Groups, and Member Courses
- 2) be responsible for the preparation of all minutes and will keep the records for all meetings of the Zone.
- 3) handle pertinent correspondence and other material as requested.
- 4) be keeper of the Motions books and must update the Chair's copy.
- 6) submit a preliminary budget at the Fall Executive Meeting. The budget will include the cost of photocopies, mail outs, and other assorted items.

**Treasurer's duties are:**

- 1) keep a full and accurate account of all monies received and must deposit same in the name of, and to the credit of, the Zone 2 Women's Committee in such banks as may be designated by the Executive.
- 2) be given the authority, by the Chair, to pay all expenditures of the Women's Committee. All cheques must be signed by the designated signing officers. (Chair, one other officer appointed by the Executive, and the Treasurer; signatures of any two signing officers must be required.)
- 3) have custody of and be responsible for the financial records and books of the Women's Committee.
- 4) present at the Spring Executive and Spring Captains'/Annual General Meeting of the Zone a fully detailed report of the revenue and expenditures of the previous year and year to date.
- 5) remain in office until previous year's business has been completed.
- 6) have the books reviewed at the end of each fiscal year. An experienced bookkeeper will be appointed by the Executive.
- 7) present, at the Executive meetings and Spring Captains'/Annual General Meeting of the Women's Committee, a full detailed report of the revenue and expenditures during year to date.
- 8) be responsible for maintaining an inventory of pins and crests for the Women's Committee and for sale of same. The accounting for this must be included in the financial statements at the Spring Captains' /Annual General Meeting.
- 9) assist the Chair in preparing an annual budget for the Women's Committee to be presented at the AGM.

**Zone Junior Girls' Chair** The duties are:

- 1) possess and maintain all manuals, documents and records issued by British Columbia Golf.
- 2) when necessary, will consult with the Managing Director of Player Development and attend meetings and workshops called by British Columbia Golf.

- 3) in conjunction with British Columbia Golf and subject to the approval of the Women's Committee, plan a program to encourage and to promote junior girls' golf in the Zone.
- 4) be responsible for organizing and directing a Junior Girls' development program for the Zone; ie, Junior clinics, Junior Girls' tournaments. Support the girls playing on the Junior Tour. For a junior girl to be eligible for the Zone junior development program, she must reside in Zone 2 and under the age of 19.
- 5) provide information re tournaments, handicaps, finance travel, coaching, and any other material deemed applicable to each Zone Club's Junior Chair.
- 6) have the authority, in consultation with the Executive, to fund junior girls' clinics and tournaments.
- 7) remit monies and bills for expenses for Junior activities and submit these to the Treasurer for deposit or payment.
- 8) submit written reports to the Spring Captains' / Annual General Meeting.
- 9) prepare an annual budget which must be submitted at the Fall Executive meeting
- 10) when required, submit written reports to the Managing Director of Player Development.

## **Zone 2 Council Representative**

The duties are:

- 1) have knowledge of the workings of the Zone and represent the Zone 2 Women's Committee at all meetings of the Zone Council, British Columbia Golf AGM, and other meetings as requested.
- 2) submit written reports to the Spring Captains'/Annual General meeting.
- 3) when requested, may assist in Zone activities.  
Currently, the Representative administers the Zone Championships.

**Please complete the nomination form on next page:**

## Nomination Form 2024

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Email: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Relationship to nominee/position in Club: \_\_\_\_\_

Biography / experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach a separate page if more space is needed)

Signature of nominator: \_\_\_\_\_

Signature of nominee: \_\_\_\_\_

Please email the completed nomination form to Joan Hokanson [zone2ladies@gmail.com](mailto:zone2ladies@gmail.com)

— **deadline April 8, 2024 for submission.**

Thank you.