



PGA

Southern California Section

Board of Director Job Description

The responsibilities of an individual board member are to participate as part of the board team to accomplish the mission of the section.

Service on this board will be frustrating and rewarding, frightening and fun, confusing and enlightening. It will rarely be dull. If you do the job expected of a board member, you'll work hard and donate many hours you probably didn't expect to give when you agreed to serve. You'll find yourself investing much of yourself, and hopefully enjoying every minute of it.

Serving on this board is an honor. Your peers believe and trust you have the skills to lead them. It is a privilege and big responsibility to sit on the board and make decisions that affect so many. Hard work and a major time commitment are required.

You must prepare yourself to do this service and make the following time commitment before running for the Southern California PGA Board of Directors:

1. **Meetings** - Directors are expected to attend the following are meetings :

Four (4) board meetings each year
Annual Strategic Planning Meeting
Annual Committee Meeting
Annual Board Retreat

Before each meeting you will receive a Board of Directors report to review, typically it takes 1 to 2 hours to review so you are prepared to discuss the agenda items and vote where needed.

2. **Committees** - Serving on or Chairing a Committee is an important responsibility of Board Members:

Serve on one or more Committees as elected by the Committee Chairs

Committees typically meet or have conference calls 3 or 4 times a year. Each call is typically an hour to hour and a half in length. It is important for Board Members to spend the time preparing for the meetings and to proactivity participate.

Possibly Chair a Committee as directed by the SCPGA President

To Chair a committee is an honor and great responsibility as a Board Member. The Chair must select committee members, create an annual plan and goals for the committee, prepare and host three to four meetings per year, write a follow-up committee report to all meetings and submit it to the Board, and follow-up on all committee agenda items to ensure completion and success.

3. **Time Commitment** - Commit to and be able to be away from one's facility for 15 to 20 days each year on SCPGA business