

Pacific Northwest Section PGA

Western Washington Chapter

BOARD OF DIRECTORS CANDIDATE
INFORMATIONAL PACKET



PACIFIC NORTHWEST
SECTION

The “Why”

Why we choose to be a board member

- Serve our fellow professionals and grow the game
- Contribute to the future of the golf profession and the PGA of America
- Assist in developing policies and programs of inclusion, excellence, innovation and improvement by which the chapter will operate
- Work with a team of like minded and dedicated professionals
- Be a recognized leader in the chapter, communities and the association

Responsibilities of a Board Member

“Serve the membership and grow the game”

- Understand the Mission Statement and Strategic Plan
- Make decisions without special interest but in the interest of ALL members
- Respect confidentiality when applicable
- Assist the Executive Director and committees in implementing policy and programs as written in the business plan
- Attend Board and Chapter meetings
 - Read all info sent prior to meeting and be prepared to discuss topics
- Actively engage in and promote Chapter programs and member initiatives

Meetings

- General Membership Meetings (2 per year)
- Committee Meetings (in-person or online)
- Strategic Planning Meeting (September)
- Board Meetings (2-3 in-person, bi-monthly online)

Conducting Chapter Business

General Membership Meetings

- President Presides
- Scheduled in the Spring and Fall
- Sponsor recognition
- Special event - guest speakers, award presentations, elections, committee updates
- Section updates - Section representative
- National Updates - District Director or Section representative
- Vice President Financial, President and Executive Director reports

Conducting Chapter Business

Committee Meetings

- Chairperson presides
- Scheduled by the chairperson minimum of two weeks prior to board and strategic planning meetings
- Thoroughly vet new program suggestions
- Formulate proposals and reports for board approval
- Assist staff in executing approved programs and services
- Suggest new committee members
- Prepare a report for the General Meeting

Conducting Chapter Business

Strategic Planning Meetings

- President presides, attending by the full board of directors
- Scheduled in September prior to the Fall Board Meeting and General Meeting
- Purpose of this meeting is to access the current Business Plan
- Give direction to the Executive Director to create the following year's Business Plan
- Develop new goals and priorities for the chapter as guided by the Strategic Plan and its core components

Conducting Chapter Business

Board Meetings

- Chapter Executive Director presides
- Budget review by Executive Director and Vice President
- Committee reports - as written or oral reports
- Vote on committee proposals or return to the committees for further discussion
- Strategic Discussions - discussions not previously listed on the meeting agenda
- Executive Session - Review of chapter Executive Director and staff
 - President presides (Executive Director, Non-Voting Advisor and LEAD professionals are not present)

Flow of Information, Programs & Services





PACIFIC NORTHWEST SECTION