



Standard Operating Procedures
(SOP)
for South Texas GCSA Board of
Directors and Committees

The first and most obvious duty of all the committee members is to uphold and promote the STGCSA Mission. As both members of the association and members of the board of directors, we need to lead by example. The success of the association rests in our ability to work together effectively and to encourage our peers to get involved and promote the STGCSA Mission. While we will try to define specific duties for each committee chair, it should go without saying, that we are all responsible for each committee's success. It is our duty to offer input we feel may be valuable to a committee's success and certainly offer any help we can when it is asked for.

Mission

The South Texas Golf Course Superintendents Association is dedicated to enhancing the Golf Course Superintendent Profession career with consistent and frequent:

- Education
- Research and development
- Industry networking
- Sharing of ideas and experiences

The South Texas Golf Course Superintendents Association is committed to growing the game of golf and enhancing the environment through the "Best Agronomic Management Practices".

Immediate Past President:

-Recruit board members for next year

President:

-Run meetings and board meetings

Vice President:

-Meetings chairman

Secretary/Treasury:

-Present and explain financials

Affiliate Member:

-Help foster communication between the board and other affiliate members

Meetings

1. Secure venues for association meetings.
2. Negotiate contracts for meetings and get with Carrie Cole for finalization.
3. Work with education and tournament committees to ensure meetings are complete.

Education

1. Find and arrange educational opportunities for our association.
2. Make members aware of educational opportunities outside of our association both locally and regional.
3. Stay up to date on the educational needs of the association members.
4. Work with GCSAA on getting educational credits.

Scholarship

1. Promote scholarship opportunities within our association.
2. Clearly define eligibility requirements
3. Project budgets for scholarships.
4. Promote scholarship fundraising efforts.

Public Relations

1. Purpose: The purpose of the Public Relations Committee to enhance the image and importance of the Golf Course Superintendent through the promotion of the profession of golf course management and the role of the golf course superintendent in the game of golf.
2. Represent GCSA, STGCSA, Lone Star, and TTA at major media efforts such as hospitality tents, receptions, etc.
3. Sonny DuBose Award
4. Communication with media

Informational Services

1. Proof newsletter
2. Work with Carrie Cole in getting the newsletter ready
3. Make sure articles are submitted in proper timing
4. Communication to the membership on the monthly meeting concerning to the location, educational event, speaker, and club.

Government Relations

1. Keep association and its members up to date on all new or relative regulation,
2. Stay current with any changes to our fiduciary, liability, or corporate responsibilities.
3. Contact GCSAA to inform her/him that you are the chapter liaison for the South Texas chapter.
4. Follow/track legislation in the GCSAA Legislative Action Center.

5. Monitor Legislative and regulatory activity in Texas which may impact the golf course management profession.
6. Read local newspapers for articles relevant to golf course management.
7. Keep in touch with national and state associations

Membership

1. Update classification of our members
2. Inform members of requirements for each classification
3. Seek new members
4. Promote benefits of membership
5. Update list of members
6. Recognize new members

Historical

1. Document the association's growth.
2. Document significant events involving the association
3. Recognize anniversaries of significant events
4. Compile and archive each year's historical events
5. Compile and archive photos
6. Track and order service pins

Tournaments

1. Set tournament formats.
2. Communicate needs to golf course for tournament.
3. Secure needed sponsors.
4. Arrange staff to collect money and sell extras. i.e.: raffle, 50/50
5. Make pairings
6. Work with golf course staff on scoring
7. Payout winners