



**Job Description for
Western Washington Golf Course Superintendent Association's
Executive Director Position**

Available Immediately

The Executive Director will handle the day-to-day operations and activities of the Association for its members, with the assistance of the Office Administrator, including the following:

Membership

1. Maintain an up-to-date mailing list of membership and a current Membership Directory.
2. Maintain a new member service package and distribute to new members.
3. Prepare membership cards upon request.
4. Serve as a monitor for local GCSAA Certified Golf Course Superintendent's exams.
5. Develop and maintain member category information.

Administration

1. Seminar and chapter meeting registration.
2. Relevant Association correspondence.
3. Event notices.
4. Help the Board of Directors develop, maintain and administer Association operational policies.
5. Help facilitate committee and sub-committee work.

Publications

1. Editing Association notices and job advertisements.
2. Publish yearly events calendar as developed by the Board.
3. Assist the NTA to annually publish a current Membership Directory.
4. Prepare promotional pamphlets and application forms.
5. Responsible for all membership mailings both through email and postal.

Public Relations

1. Provide Association events and tournament information to local news media.
2. Provide articles and information to local golf publications.
3. Maintain contact with affiliated golf and landscape Associations and report such meetings to the Board of Directors and/or Members.
4. Coordinate P.R. services, which include Association Merchandise, Educational Services, Seminars, Audio/ Visual Library, Promotional Booth, etc.
5. Coordinate legislative efforts in conjunction with the golf industry lobbyists.
6. Coordinate research efforts at member golf courses in conjunction with turf universities.

Events: Coordinate and Administer

1. Annual Fivesome Tournament & Auction
2. Chapter Meetings & Annual Meeting
3. Seminars (Crew and Mechanic)
4. Crew Tournament
5. WWGCSA Championship
6. Washington Turf & Landscape Show (WTLS)
7. Organize and/or assist allied associations for Media Day events pertaining to golf.
8. Assist The First Green of Washington for their meetings and events.

WTLS Conference Administration:

1. Work with the Exhibition Center to coordinate the specifics of the event.
2. Obtain and work with exhibitors from turf-related groups to fill all booth space.
3. Use several marketing strategies to generate increased attendance.
4. Coordinate monthly Association planning meetings and work closely with the WTLS committee.
5. Help coordinate educational programs by locating and working with speakers.
6. Introduce speakers.
7. Responsible for recruiting volunteers to help:
 - a. Set up and take down WWGCSA booth during event.
 - b. Provide the WWGCSA promotional materials.
 - c. Hand out registration packets.

Requirements

Requirements for this position include a working knowledge of golf courses; the ability to educate, inform, assist and work with affiliated associations, their members and the public of the WWGCSA's mission. Position requirements also include informing Board members of their duties and coordinating between the Board and the Membership

Compensation

The Executive Director is an independent contracted position beginning at \$48,000 per year plus incentives. Negotiated incentives may include a percentage of net income from various meetings, events, and tournaments. Reimbursable expenses may include mileage, travel and office expenses as approved by the Board.

Please send résumé and a letter of intent which highlights your experiences for this position.

Résumés deadline: Friday, August 20, 2010

Email to:

JEPhillips64@comcast.net

Postal Mail to:

WWGCSA
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