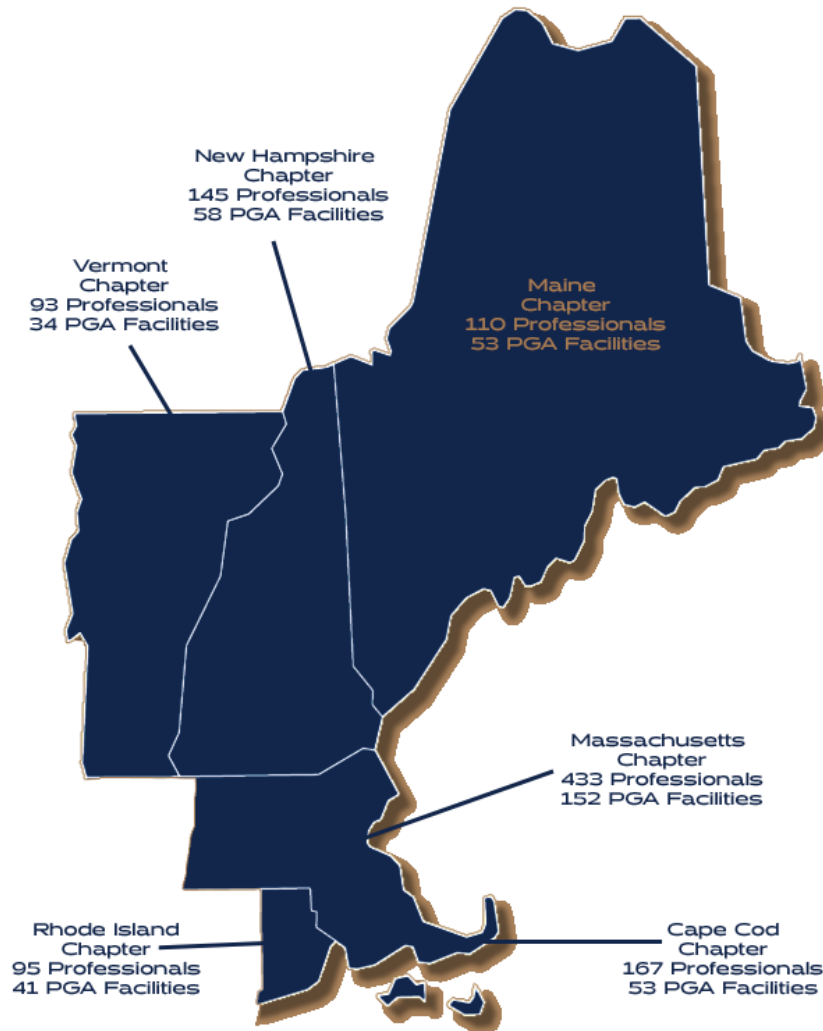




# PGA

## New England Section

# NEW ENGLAND PGA *Chapter Leaders Handbook*



## OUR MISSION

To promote the enjoyment and involvement in the game of golf and the golf industry. The NEPGA will accomplish this mission by enhancing the skills of its Professionals and the opportunities for amateurs, employers, manufacturers, employees and the general public.

In so doing, the NEPGA will elevate the standards of the golf Professional's vocation, enhance the economic well-being of the individual member, stimulate interest in the game of golf, and promote the overall vitality of the game.

# Overview

## Overview

- ◆ Our goal is to provide value and meaning to every member and associate in our Section. From the rank-and-file member, leaders are developed to shape, direct, guide, and most importantly respond to the needs and desires of their peers. The purpose of the Chapter Director's handbook is to provide direction for the leaders of the six Chapters as they provide value and meaning to their respective memberships.
- ◆ In order to truly be a "member driven" association the Chapter Officers/Directors and his/her committee liaisons must be the foundation from which we develop and achieve goals. Feedback from peers is our essential line of communication that must be maintained to properly respond to the needs of our membership.
- ◆ The NEPGA staff is here to assist the Chapter leadership as they guide their Chapters with their own ideas and direction, while promoting Sectional and National initiatives. Continuous feedback is required to ensure the Chapter Officers/Directors receive the support necessary to be successful.
- ◆ The guidelines contained are intended to be used as a roadmap for success. They are intended to be flexible enough to provide direction without constraint. Creating a standard of consistency from which chapters may work collectively for the betterment of their region and Section is the objective.

*Our success will be gauged by our ability to serve our members and grow the game of golf. As Chapter Leaders you serve a valuable role in those efforts.*

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## NEW ENGLAND PGA

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WWW.NEPGA.COM

# Communication & Schedules

*It is very important as leaders you stay connected with your membership. Receiving direct feedback from chapter members is essential to our success. Chapters have a variety of ways to communicate with chapter members.*

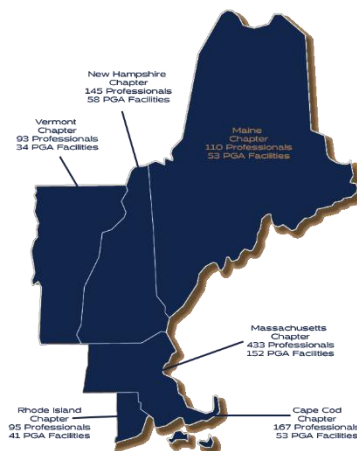
**CHAPTER REPORTS** - District Directors will be asked to provide a written and/or verbal Chapter Director's Report at Section Board of Director Meetings and in monthly newsletters. The same standard should apply for Chapter Officers and committee representatives at Chapter meetings. The verbal form is essential as it provides accountability and allows for direct feedback from the membership. Please ask all additional chapter board & committee members to give an update at your Chapter meetings.

**EMAILS** - NEPGA staff is pleased to assist in sending e-mails to chapter members at the Chapter leaderships discretion. Messages should be drafted and sent to Casey Litwack and/or Lauren Neilan in their final form for delivery. E-mail addresses for the membership will also be provided for direct communication should you wish.

**E-NEWSLETTER** - On a weekly basis the Sections Forecaddie is sent every Friday, and content must be received by noon on Wednesday for publication. Chapter leaders are asked to provide the content in as close to final form as possible.

**WEBSITES/SOCIAL MEDIA** - Chapters are encouraged to communicate with their chapter members in other manners than e-mail. By utilizing the ([www.nepga.com](http://www.nepga.com)) website, or any of our social media platforms, leadership will be provided resources to promote such items as: schedules, meeting dates, sponsors, tournament activities, pictures, awards, etc. Section Staff can post the actual content provided by Chapter Officers/Directors. The goal is to provide the look and feel of stand-alone Chapter websites and inclusive social media posts.

**SCHEDULES** – The Chapter event schedule is due ASAP and no later than the NEPGA Annual Meeting. This schedule must include every event the Chapter will conduct in the calendar year including but not limited to; Chapter Pro-Am events, educational opportunities, Chapter meetings, Chapter Championships, Foundation Fundraiser events and any other tournaments the chapter may be responsible for. This provides enough time to include the events in Section calendars as well as to build out Section budgets and project numbers necessary to accurately track the Chapter's finances.



# Meeting Requirements

Face to face meetings are the desired method to achieve direct communication between the membership and leadership of the Association. Members are required to attend association meetings on a cycle basis to satisfy their PDR requirements. Chapters are required to offer two meetings during the year; a fall meeting (October) and a spring meeting (March/April). Meetings should be scheduled sixty (60) days in advance with a notice to membership of time, date, place, education opportunity, and golf format. Chapters are encouraged to include additional education seminars and meetings as time permits.

CHAPTER FALL MEETING (NOV) -Recap of the year and recognize sponsors.

- i) Elect new officers every two years.
- ii) Recognize Chapter award winners
- iii) Recruit new leaders for committees and other posts.
- iv) Education opportunity (utilize current sponsors).
- v) Casual yet structured golf activity.

NEPGA PLANNING SESSION - NEPGA Board Members and all Committee members meet for one day to develop goals & objectives for upcoming year. The following day Board Members and Committee Chairs meet to finalize business plans for the upcoming year. Chapters must have budgets submitted 2 weeks prior to meeting.

NEPGA ANNUAL MEETING - Traditionally held in late October, or early November, this meeting should be attended by Chapter Officers as well as the entire membership. It is an opportunity to engage with fellow Professionals and recap the prior year. Chapter Presidents will attend a Section Board Meeting the evening prior to the Annual Meeting.

CHAPTER SPRING MEETING – Typically held in April/May this meeting serves to cover the following;

- i) Pass along annual meeting news and updates if held after Annual Meeting.
- ii) Promote upcoming year's events and activities.
- iii) Education opportunity (utilize current sponsors)
- iv) Casual yet structured golf activity.

*Note: Chapter Secretary is required to distribute a sign in sheet which will track attendance. Rosters should be sent within 48 hours to the NEPGA staff who will post PDR's within 10 days of meeting.*

# Officer Roles and Responsibilities

Chapter Officers serve as the heart and soul of their respective Chapters. Their ability to activate and communicate at the grass-roots level is imperative to the overall success of both the Chapter and the Section. The Officers must work together towards a common goal and communicate regularly. Each officer has specific duties and requirements that directly contribute to the overall success of the Association.

President

Vice-President

Secretary

## Officer Roles and Responsibilities

### Chapter President

- The office of the President is to lead and conduct all Chapter affairs.
- Appoint committee members and stay in touch with the membership.
- The President should stay in touch with the industry in their local areas and be willing to assist individual members as their needs arise. While working hard at the local level it is imperative for the Chapter President to be an advocate of Section and National initiatives.
- Work with NEPGA Executive Director and staff on overall Section planning and direction.

### Chapter Vice-President

- Primary role of the VP is to maintain the financial stability of the Chapter by working directly with the Chapter Officers and Section staff on Chapter finances. Chapter VPs create the Chapter budget for the upcoming year.
- Assist the President with their duties and represent the President in their absence.
- Serve on the Section's Finance Committee

### Chapter Secretary

- The primary duty of the Secretary is to stay in touch with the membership and maintain accurate records of meetings and education seminars. Take notes at Chapter meetings and provide minutes to staff and members within 5 days.
- He/she is responsible for correspondence with the membership and the Section Office.
- Serve on the Section Education Committee and meet the requirements set forth by the Section Secretary for any educational initiatives.

### Chapter District Director

- Serves as a Board Member on the NEPGA Board of Directors. Attendance requirements include;
- NEPGA Board of Directors Meetings (typically 6-8 per year – Section Spring & Annual Meetings, and Board Planning Session.)
- NEPGA Board of Directors Conference calls (typically 1-2 per year)

*There is no role more vital to the success of your Section than that of volunteerism. As a member driven organization we rely heavily on the outstanding contributions and experience of our membership.*

# Committee Structure

*The use of Committees plays a vital role in the Association's volunteer-based leadership structure. Incorporating more members to assist in providing benefits to the masses only makes the Association stronger. The role of Chapter Leaders should be one of constant support to their Committee appointments.*

*Below are the committees that exist at the Section and Chapter level, as well as a brief description as to their functions. A chapter chairperson will serve at the chapter level as well as at the section level. Each chairperson is appointed by the Section/Chapter President to serve the same two-year term as their Presidency.*

**AWARDS COMMITTEE** - To recognize among peers, and especially employers, the achievements by PGA members in the areas of teaching, education, mentoring, junior golf promotion, merchandising, growth of the game, and overall performance as golf professionals.

**MEMBERSHIP COMMITTEE** - To assure that NEPGA members are properly classified, fulfill their PDR requirements, and follow the NEPGA and PGA of America's constitution.

**FOUNDATION COMMITTEE** - Will continually work to promote the game and improve the lives of thousands of children, military veterans and their families, as well as diverse populations through golf programs throughout New England each year. To promote Growth of the Game initiatives to fellow professionals. To educate PGA professionals about opportunities to grow the game, use marketing tools, and how to increase rounds at their facilities. This committee also oversees the distribution of grant funds from PGA Reach New England Grant Program.

**JUNIORS** - Committee's goal is to promote interest, participation and enjoyment in the game of golf for New England's youth, while monitoring the effectiveness of current junior golf programs. The Committee's focus is to educate and encourage NEPGA Professionals as a way to positively impact the lives of juniors through the game.

**SCHOLARSHIP**-PGA and NEPGA Scholarship information is available on [www.nepga.com](http://www.nepga.com). Deadlines, primary criteria, denominations, and instructions are all detailed.

**WOMEN OF THE GAME COMMITTEE:** To strengthen ladies' golf via education and tournaments in the NEPGA, and to introduce junior girls to the game of golf and to discuss the possibilities of golf as a career.

# Committee Structure (cont)

**TOURNAMENT COMMITTEE** - To evaluate, monitor, and improve all aspects of tournament operations within the New England Section. To provide Rules of Golf awareness and education to all New England Section members and associates. To be accessible to chapter members for feedback concerning tournament operations and rule interpretations in order to provide accurate information at Committee meetings. The Committee will also serve as a liaison between the staff and the NEPGA Board.

The Tournament Committee will be made up of the Tournament Committee Chairperson (appointed by the Section President and who also serves as an at-large Director on the NEPGA Section Board of Directors), as well as committee members named by the Tournament Committee Chairperson.

All Section tournament information and on-line registration links can be found on the New England PGA website, [www.nepga.com](http://www.nepga.com). All National tournament information can be found at [PGA.org](http://PGA.org).

**EDUCATION COMMITTEE** - To organize and administer educational opportunities that train and develop golf professionals and to monitor the effectiveness of these opportunities, while providing observations and recommendations. Chapter leaders should work closely with the education chair to schedule seminars. One Chapter Officer (Secretary) should sit on the NEPGA Education Committee and is responsible for running education seminars and business summits at the Chapter level as well as contributing at the Section level.

**EMPLOYMENT COMMITTEE** - To assist members with their current professional employment situation and to assist country clubs with creating a job search for a new professional using compensation information of similar area clubs. Their objective is to identify employment turnover and job opportunities in their Chapter. Utilizing grass-roots relationships will yield a higher probability of providing employment assistance to facilities and members.

**FINANCE COMMITTEE** – This Committee is tasked with advising the Section Executive Director on financial affairs using historical data and trends. They also conduct a yearly review of the Section's Investment Statement Policy as well as oversight of the Section and Chapter's investment portfolios. Chapter Vice Presidents are on the Finance Committee.

# Chapter Finances

## Finance Overview

Chapter finances shall be maintained by PGA of America's Accounting Department with direction from NEPGA Staff and Chapter Officers. Chapter Officers have the requirement of being fiscally responsible to their respective Chapters and to the Section. Finances are one area where a standardized process of checks and balances is required for all Chapters.

The NEPGA Board has approved a Chapter Plan that provides funding in order to conduct Chapter operations.

An area Chapter leader should be familiar with the concept of inurement. The inurement rules state that no individual member may directly benefit from being a member. In other words, the Association must focus on benefiting the industry as a whole, as opposed to the individual. Although a relatively gray area, we must all be very careful how the proceeds of the Association are used as not to raise any red flags or risk losing our tax-exempt status as a Not-For-Profit 501c(6) organization.

**BUDGET PROCESS** - Annually, each Chapter will be asked to submit a budget 2 weeks prior to the Planning Session of the previous year. The key areas identified within the budget will show projected sources of income including sponsorship revenue, Chapter education, awards, etc. The Board of Directors will approve the budget. Any expenses that are not approved during the budgeting process will fall into a secondary approval process.



# Chapter Finances

## Finance Overview

**PRO-AM REVIEW-** Tournament pro-am revenue constitutes the largest method used to raise money for the Chapter. Because of this, the Section Office should have a clear account on all pro-am activity. Much like Section Events, these tournaments have a post event review detailing revenue, expenses, and prize breakdowns. Such a review will be required prior to a payout being distributed.

**SPONSORSHIPS—** Chapters are entitled and encouraged to solicit sponsors for Chapter activities. The Section will work with Chapters to assist. Utilizing chapter meetings, tournaments and education opportunities as inventory will allow for greater revenue potential. Current NEPGA Sponsors should not be targeted for additional funds without authorization from a NEPGA Staff Member.

**CHECKING/ACCOUNT DEPOSITS -** The Section has one checking account for all Section and Chapter Activity. Chapter Activity will be accounted for separately and a current cash balance will be noted for each Chapter on the cash balance statement or by asking a NEPGA Staff member. All NEPGA Professionals must be registered in Workday and set up for ACH deposit in order to play in Section or Chapter events and receive purse payments.

**RECORD KEEPING –** PGA of America's accounting department will record all transactions for the Chapter. The Section will provide financial statements to the Chapter President, Vice President & Secretary. Additional reports will be provided as requested.

# Parliamentary Procedures

## Robert's Rules of Order

All Chapter and Section meetings should be conducted in conformity with Roberts' Rules of Order. Chapter meetings should mirror Section meetings, while Section meetings strive to mirror National meetings. This includes the election of Chapter Officers.

Parliamentary law has been defined as common sense used in a gracious manner, and the four basic principles of parliamentary law are:

1. Courtesy and justice to all.
2. Consider one thing at a time.
3. The minority must be heard.
4. The majority must prevail.

The basic rules of debate are:

1. Each Member is entitled to speak once on a question, sometimes twice or more often if there is no objection.
2. Members must indulge in no personalities and must avoid reference by name.
3. Members always make inquiries through the chair.
4. The maker of a motion has the privilege of opening and closing the debate.
5. The chair must remain strictly neutral and must leave the chair to debate and does not return to the chair until the pending question is voted upon.

The procedures listed below should be followed in connection with consideration of resolutions:

- The proponent of the resolution should move its adoption and the motion should be seconded. It is then on the floor for discussion.
- In the event the proponent or some other voting member wishes to offer an amendment, this may be done so long as the amendment is germane and does not change the original intent of the resolution. If a question should arise, it will be up to the parliamentarian to make a decision as to whether or not it is germane and whether it does actually change the intent.
- If an amendment meets these requirements and is properly seconded, it is on the floor and must be considered and disposed of before the original resolution. If the amendment is adopted, the original resolution as amended is then on the floor. Of course, if an amendment is defeated the resolution is on the floor again in its original floor.
- Roberts' Rules provide that an amendment may be made to a motion and there can be an amendment to the amendment. However, any further amendments would be out of order. If further amendment were desired, the proper procedure would be to offer a substitute motion.
- A motion to table may be made and this is not debatable unless it is a motion to table to a particular time, in which event the only debatable part of it is the time that it is to be tabled.
- A resolution may be withdrawn only by motion to withdraw, which is duly acted upon in the usual manner.
- In order to cut off a debate, a member may move the previous question. This motion is not debatable and must be put to a vote at once. It requires a two-thirds vote to pass. If passed, there can be no further debate on the original motion, and it must be voted upon at once.
  
- Roberts' Rules provide that there shall be no proxy voting unless specifically provided for in the By-Laws.
- A motion to reconsider may be made only by one who voted on the prevailing side when the vote on the original motion was taken. If the motion to reconsider is carried, the original motion is again open for discussion and vote.
- Normally, voting is done by voice vote, but if this does not result in a positive decision, the chair may ask for a show of hands or a standing vote. Generally speaking, unless the vote is unanimous, the number of votes for or against any resolution should be counted.

# Staff Support

The New England PGA Staff is entirely committed to the success of the Chapters and the Section as a whole. Chapter Officers play a vital role in fulfilling the NEPGA mission. The staff is here to support you throughout the entire process and is always willing to assist your efforts in any way possible. Do not hesitate to reach out to anyone on the NEPGA staff with questions, ideas or concerns. We can only get better if we are committed to working together towards our common goal; Grow the Game and Serve our Members.



# PGA

## New England Section

### NEW ENGLAND PGA STAFF CONTACT INFORMATION

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# Chapter Leaders

## CAPE COD

<i>PRESIDENT</i>	DARREN FALK
<i>VICE PRESIDENT</i>	ZACK SWEET
<i>SECRETARY</i>	JIM CLAY
<i>TOURNAMENT CHAIR</i>	FRANK LEJA
<i>DISTRICT DIRECTOR</i>	BEN EGAN
<i>HONORARY PRESIDENT</i>	BEN EGAN

## MASSACHUSETTS

<i>PRESIDENT</i>	SHAWN DUROCHER
<i>VICE PRESIDENT</i>	DAVID SIBLEY
<i>SECRETARY</i>	PETER HULBERT
<i>DISTRICT DIRECTOR</i>	MARK ALDRICH
<i>DISTRICT DIRECTOR</i>	BRENDAN WALSH
<i>DISTRICT DIRECTOR</i>	JEFF MARTIN

## MAINE

<i>VICE PRESIDENT</i>	DAN VENEZIO
<i>SECRETARY</i>	ROB JARVIS
<i>DIRECTOR</i>	JAY DURFEE
<i>DIRECTOR</i>	ERIC HIGGINS
<i>DIRECTOR (SCHOLARSHIP)</i>	ZACH ZONDLO
<i>HONORARY PRESIDENT</i>	CHRIS TWOMBLY
<i>DISTRICT DIRECTOR</i>	DAN ROBERTS

## NEW HAMPSHIRE

<i>PRESIDENT</i>	CORY MANSFIELD
<i>VICE PRESIDENT</i>	TIM RIESE
<i>SECRETARY</i>	PHILL DAVIS
<i>1-YEAR DIRECTOR</i>	MATT ARVANITIS
<i>2-YEAR DIRECTOR</i>	ALISON MITZEL
<i>DISTRICT DIRECTOR</i>	CORY MANSFIELD
<i>HONORARY PRESIDENT</i>	SCOTT DEVITO

## RHODE ISLAND

<i>PRESIDENT</i>	NICK MARESCA
<i>VICE PRESIDENT</i>	MICHAEL GELINAS
<i>SECRETARY</i>	NATE ADELSON
<i>TOURNAMENT CHAIR</i>	JASON HOWARD
<i>DISTRICT DIRECTOR</i>	DAVE TIEDEMANN
<i>HONORARY PRESIDENT</i>	SHANE DRURY

## VERMONT

<i>PRESIDENT</i>	TOM MACKEY
<i>VICE PRESIDENT</i>	DAN RUANE
<i>SECRETARY</i>	DAVID JANKOWSKI
<i>1-YEAR DIRECTOR</i>	SEAN TOOF
<i>HONORARY PRESIDENT</i>	DAVID BENNETT
<i>DISTRICT DIRECTOR</i>	DAVID BENNETT



PGA REACH New England is Impact

PGA REACH New England is Family

PGA REACH New England is Opportunity

Are you involved with PGA REACH New England?

Founded in 2016, PGA REACH New England has and will continually work to promote the game and improve the lives of thousands of children, military veterans and their families, as well as diverse populations through golf programs across New England each year.

### DIVERSITY & INCLUSION

- 🏌️ Women's Golf Week
- 🏌️ Children's Hospital Visitations
- 🏌️ Camp REACH
- 🏌️ Drive, Chip & Putt Skill Competitions for Special Athletes
- 🏌️ Women's Networking Summit
- 🏌️ MIT Sloan Business School D&I Dept.

### MILITARY & VETERANS

- 🏌️ PGA HOPE New England
- 🏌️ Sets Fore Vets
- 🏌️ OPERATION: PlayDay
- 🏌️ A Champion's Tribute
- 🏌️ Northeast HOPE Invitational

### YOUTH DEVELOPMENT

- 🏌️ Junior TOUR
- 🏌️ Scholarships
- 🏌️ Drive, Chip & Putt
- 🏌️ PGA Jr. League

Without the support of New England PGA Professionals, host facilities and program donors, positively impacting lives would not be possible. As we continue to elevate our fundraising efforts and network, PGA REACH New England is proud to partner with our stakeholders and conduct the following fundraising initiatives:

- 🏌️ ROUNDS 4 REACH
- 🏌️ Birdies 2 Benefit
- 🏌️ REACH For More Classic
- 🏌️ HOPE New England Coffee Blend
- 🏌️ BLOOM for Good Golf Bags
- 🏌️ Avidia Bank Credit Card
- 🏌️ Fore The Foundation
- 🏌️ Community Support

Learn more about  
PGA REACH New England:



Learn more about  
our 2022 Impact:

