

# CVWGC Board and Committee Job Descriptions

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**Job Title:** Handicap Chair

**Last Modified:** 4/8/21

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
WHS Rules of Handicap Quiz	The Handicap Chair is required to pass the World Handicap System (WHS) Rules of Handicap Quiz in order to perform this administrative duty. Keep a copy of the quiz results as a club record.	Prior to executing HC duties
Maintain GHIN Club Roster	Before each season, inactivate prior season's roster. Activate members as applications are received. Compare information on applications and update members account information (address, email, DOB, etc.).	Inactivate March 1
Forward applications to Tech Chair	Once the member is activated and updated in GHIN, initial the application and forward to the Tech Chair. All applications will be returned to HC to be kept in an annual binder along with GHIN Club Roster.	Ongoing & end-of-season GHIN Club Roster
Handicap adjustments	As needed, within scope.	As Needed

**Notes:**

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