

# OPEN DAY CHAIR

## Job Description

Revised 09-21-22

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### A. DEFINITION OF "OPEN DAY"

1. An Open Day is a one-day WGANC Legacy event. Each member club is required to host one day per year unless exempt for hosting a WGANC Legacy major tournament. WGANC Legacy sets all the rules and requirements for participation in all Open Days. This information is in the Open Day materials given to the chair of each club at the WGANC Legacy area meeting.

### B. JOB PURPOSE:

1. To facilitate and assure participation of club members in WGANC Legacy Open Days of their choice.

### C. GENERAL DUTIES:

1. Attend WGANC Legacy meetings as the Open Day representative of The Villages Women's 18-hole Golf Association,
2. Act as the liaison between the club members and the Director-in-Charge of any Open Day.

### D. SKILL REQUIREMENTS:

1. Since all WGANC Legacy information is on-line, computer web-site access skills are recommended.

### E. RESPONSIBILITIES:

1. Educate the members, as needed, on how to access and register for Open Days.
  - a. Go to [www.ncga.org](http://www.ncga.org) Each open day is available to all NCGA members using this website.
  - b. Under "Play", select "Full Calendar and Registration"
  - c. Select the Open Day you would like to play.
  - d. Click on "Registration" and follow the prompts for registration and payment.
2. Assist the Director-in-Charge and help coordinate arrangements for the Open Day at the Villages, as necessary. Host days may occur every year unless exempt because of a WGANC Legacy tournament being scheduled.
3. At the end of your term, revise and update this Job Description, as needed, and forward to the Captain and to the Policies and Procedures Administrator