

### Women's Chair of the Administrative Committee

---

#### General Description:

- Women's Chair of the Administrative Committee (AC) is appointed at the biennial meeting upon the recommendation of the AC as per Clause 6.6 of the IGF Constitution.
- The Women's Chair serves a term of six years, commencing immediately following the conclusion of one WATC and ending immediately following the conclusion of the WATC held six years thereafter.
- The Women's Chair shall, on a rotation basis be a national or resident of the country of the national federation she represents.

#### Responsibilities:

- Attend the WATC biennially, preferably for both championships, but at a minimum for the entirety of the women's championship and for the Biennial AC and Federation Meetings following the women's championship.
- Perform customary duties of office while at the WATC, including but not limited to:
  - o Participation in meetings (see below)
  - o Key role in ceremonies
  - o Attendance at official functions (e.g. dinners)
  - o Appointment to Championship Committee while in attendance
  - o Optional Rules officiating assignments if qualified
- Participate in IGF meetings as follows:
  - o IGF Board Meetings
  - o IGF Administrative Committee Meetings
  - o Biennial AC Meeting at WATC
  - o Biennial Federation Meeting at WATC
  - o Captains' Meetings at WATC
  - o Referees Meetings at WATC
  - o AC Meetings if called at other times of the year (currently none planned)
  - o Respond to AC e-mail ballots circulated away from meetings
- Liaise with the immediate past IGF Women's Chair to gain knowledge of duties of office.
- Advocate for growth of women's golf worldwide.
- Research/refer information regarding golf activities in her country or region as requested (i.e. by the AC or IGF Secretariat).
- Must maintain an e-mail address that can accept standard attachments and be able to correspond in this manner.

#### Working Relationships:

- IGF Board
- IGF Joint Chairmen of the Administrative Committee
- IGF Administrative Committee
- IGF Member Organizations
- IGF Executive Director

- Continental and regional golf associations in her IGF Zone

**Suggested Abilities:**

- Some familiarity with traditional operations of national golf federations
- Experience in high-level tournament administration
- Rules of golf knowledge helpful
- Fluency in English (official language of IGF)
- Ability to travel on behalf of the IGF

**Time Required:**

- Three-hour average time commitment per month outside of scheduled championships or meetings.

**Expenses:**

- The IGF Women's Chair or her national federation will be responsible for all expenses incurred relative to this office and its duties.

**Review of the Role:**

- The Board will review this Role Description from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.
- The Board approves the Role Description