Role Summary

Women’s Chairman of the Administrative Committee

General Description:

- Administrative Committee shall be responsible for:
  - Encouraging the international development of golf
  - Fostering friendship and sportsmanship around the world by organising biennially the World Amateur Team Championships (WATC)
  - Ensuring business affairs of IGF managed by the AC are self-financing and that it has sufficient administration, management and secretarial support for it to fulfill its responsibilities

- Women’s Chairman 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 Chairman 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 Chairman 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:
  - Participation in meetings (see below)
  - Key role in ceremonies
  - Attendance at official functions (e.g., dinners)
  - Appointment to Championship Committee while in attendance
  - Optional Rules officiating assignments if qualified

- Participate in IGF meetings as follows:
  - Biennial AC Meeting at WATC
  - Biennial Federation Meeting at WATC
  - Captains’ Meetings at WATC
  - Referees Meetings at WATC
  - AC Meetings if called at other times of the year (currently none planned)
  - Respond to AC e-mail ballots circulated away from meetings

- Liaise with the immediate past IGF Women’s Chairman 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).
Role Summary

Working Relationships:
- 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)
- Some travel
- Five hour average time commitment per month outside of scheduled championships or meetings

Expenses:
- The IGF Women’s Chairman or her national federation will be responsible for all expenses incurred relative to this office and its duties.
- Must maintain an e-mail address that can accept standard attachments and be able to correspond in this manner.