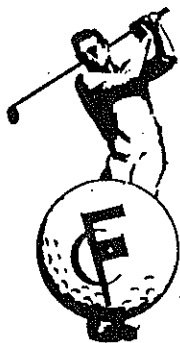


January 23, 1939.

DUTIES OF SECRETARY OF THE FAIRWAY CLUB

- not sent*
1. Send out 1938 reports to members not present at Annual Meeting - } *mailed 2-3-39*
Messrs:- ~~E.W.Darlington~~, S.L.Jones, ~~W.W.Smith~~, J.B.Swayne,
J.L.Paiste, M.D.Reinhold, W.K.Woolman, L.B.Swayne.
2. Complete new schedule and handicap list for 1939, drop retiring members and add new, and have schedules printed and distributed. (Frieder Printing Company of 1638 Ludlow Street have been making these schedules for us at a cost of \$6.00) *(for 100)*
3. Arrange for one member to have charge of each of the 1939 matches, making arrangements with the various clubs, etc. This should be done promptly to insure our days being reserved.
4. Make up pairings for 1939 matches and send out notices ten days ahead of match dates. Advise the member in charge of the match as to the number expected when replies are received.
5. Collect scores after matches and be sure the match play winners are recorded on score cards or otherwise.
6. Send out reports of matches.
7. Keep check on reduction of handicaps (one stroke off for each medal play match winner).
8. At end of season make up annual report and figure new handicaps.
9. Arrange for annual Way-fair-Fairway Club match and Skytop trip, and take care of the purchase of prizes and marking of trophies.
10. Notify new members and supply them with schedules and copy of By-Laws.
11. Award of The Charles H. Cox Memorial Trophy (now held by Walter Cox) to be awarded to the low net score winner at the Merion Match each year, to be marked with his name and held by him until the following year.
12. Award of Skytop Trophy - awarded each year to the winner of the thirty-six hole match play against par, using $3/4$ handicaps, at Skytop and to be held for one year.
13. Award of the President's Cup - to be awarded to the low net winner at Aronimink, to be marked with his name and to be held for one year.



FAIRWAY CLUB

December 6, 1993

Memorandum to: Incoming Officers

Gentlemen;

The following notes may help you get into your responsibilities for the coming year more smoothly than would be normal:

<u>Critical Time</u>	<u>Officer Responsibility & Work Description</u>
<u>AT CONCLUSION OF PRIOR YEAR</u>	
January	Out-going Treasurer settles all accounts receivable and payable. Turns over bank account and statement to incoming Treasurer. Mails statement to membership.
<u>PREPARATORY TO START OF SEASON ACTIVITIES</u>	
12/15 - 3/31	Treasurer forwards Membership Billings and receives payments from membership. This establishes membership for the year.
1/01 - 3/15	Vice President procures outing dates from the Golf Clubs for the entire year and places this information in the hands of the Treasurer.
3/15 - 4/01	Treasurer goes to print with Schedules, Invitations and Envelopes. Treasurer provides Secretary with Invitation forms, Treasurer forwards Schedule to all of the members.
4/15	President sends out welcome letter to membership.
<u>SCHEDULED EVENTS PROCEDURE</u>	
Two Weeks Prior	Secretary sends out Invitations. Membership should respond within one week.
One Week Prior	Secretary compiles list of members to be in attendance and notifies Host Club pertaining to number participating in golf, lunch and dinner.
48-24 Hours Prior	Secretary prepares Pairings for golf. On day of golf he presents the pairings list at the Pro Shop and distributes to membership in attendance.


PROCEDURES

(2.)

<u>Critical Time</u>	<u>Officer Responsibility & Work Description</u>
Day of Event	<p>Golfers have lunch together and then procede with matches.</p> <p>At conclusion of golf all matches are turned in to the Secretary where he with the help of his fellow officers compiles the Match Winners and Net Scores for the day. This information is turned over to the President for the award ceremony at the conclusion of dinner.</p> <p>The Secretary and Treasurer confirm the actual head count for each of the days activities so that the Treasurer can forward true invoices at billing time.</p> <p>Dinner Time - President presides, throwing bouquets in the proper directions; introduces guests; announces Winners., etc.</p>
Shortly after Event	<p>Treasurer receives bill from Host Club and pays it. He apportions costs to the participants and bills them. Most members will pay their billings within two weeks after receipt.</p> <p>Secretary enters scores and points for each participant on the Master Sheet for Golf Results. This is to be used for the awarding of prizes at the Annual Meeting.</p>
At Last Outing	<p>Executive Committee appoints the Nominating Committee for the next year's slate of Officers.</p>
Annual Meeting	<p>Reports are given by all Officers. Prizes are awarded. Slate for new officers, additional nominations from the floor are made, and voting is concluded.</p>

I wish to thank each and every one of you for taking on the work for the coming year. Any problems? I shall be only to help in any way possible.

Very truly yours,


John S. Mc Manus