

## **New/Updated NCGA Club Roles**

(updated 1/4/24)

Each club can specify the roles and titles best fit to leading their club(s). The NCGA's goal is not to project or dictate these. Likewise, it is not our goal to maintain a list of all the roles and titles in the club leadership, just the following three critical NCGA Club Contacts that are essential to NCGA Club management and governance. We will require all clubs to update or reconfirm these contacts on an annual basis.

(NEW) NCGA Club Representative: This new role is an evolution of several prior roles. *It is a required role for each club.* The purpose of the role is to represent the NCGA to their clubs and represent their clubs to the NCGA. Responsibilities include: reviewing the monthly NCGA Club Newsletter and other NCGA club emails, website and webinar content etc. and communicating the relevant information to the appropriate persons in the club. The Club Representative is not tasked with billing, handicap or tournament management matters, but may be counted on to know who those contacts are.

The Club Representative should not normally be a newbie, rather someone who knows who's who in the club and how to inform those who need to be informed. They may also be called upon to fill out surveys and/or engage with the NCGA team to provide feedback

[Read more about the role description and attributes](#)

[Submit contact information for your club's NCGA Club Representative](#)

NCGA Club Ambassador: this role has been retired.

NCGA Handicap Contact(s): The primary handicap contact is the person responsible for taking the USGA handicap certification as required and also being the designated point of contact for the NCGA Governance team on handicap-related issues and education. However, there may be multiple Handicap Administrators listed in your club's GHIN Admin Portal account under 'Manage Users' (see screen

shot - in your GHIN Admin Portal account, click on the Account tab and select 'Manage Users'). Clubs must keep this information up to date.

## 1901 Club

[Roster](#)
[Golfer Group](#)
[Account](#)
[Audit Log](#)

[Primary](#)
[Home Courses & Kiosk Setup](#)
[Membership Types](#)
[Manage Users](#)

### Manage Users

Add User

| User Name            | Role                 | Email Address        | Phone Number | Status |
|----------------------|----------------------|----------------------|--------------|--------|
| API-X, NCGA          | Administrator        | ncga-api-x@ncga.org  | 8316228203   | Active |
| Fuentes, Martin      | Administrator        | martinf831@gmail.com | 8316254653   | Active |
| Fuentes, Mr., Martin | Administrator        | martin@ncga.org      |              | Active |
| Vanderhoof, Jeff     | Admin-Score Posti... | jeffv@ncga.org       | 8316228238   | Active |

**NCGA Billing Contact:** this is the person(s) responsible for payment of the NCGA member dues invoices through memberplanet. This contact(s) must be listed as the billing contact(s) in their club's memberplanet account. (see screen shot - in your memberplanet account, click on Group Billing > Manage Invoice Settings > click to edit contact info). Clubs must keep this information up to date.

### Manage Invoice Settings

First name

Last name

Email address





First name

Last name

Email address

Add

The individuals on this list will receive a notice whenever a digital invoice is submitted with a balance remaining. To add a new contact, click the Add button on this page. Once a record has been added, you can easily edit or remove that recipient by utilizing the edit or delete icons.

| First name | Last name | Email address     |   |
|------------|-----------|-------------------|---|
| Lenny      | Fudenna   | lfudenna@ncga.org |   |
| MP         | Demo      | mpdemo@mp.com     |   |