

New/Updated NCGA Club Roles (updated 10/1/24)

We recognize that all of our clubs are unique and that each club will specify the roles and titles that best fit for leading their club(s). The NCGA's goal is not to project or dictate these nor will we maintain a list of all the roles and titles in the club leadership. Instead, we require just the following three critical NCGA Club Contacts essential to NCGA Club management and governance. We will expect all clubs to update or reconfirm these contacts annually.

NCGA Club Representative: This 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.

It is recommended that the Club Representative is not a newer member, but 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 complete surveys and/or engage with the NCGA team to provide feedback on behalf of their club.

The advantages of being a Club Representative include:

- Being the first to know of any new NCGA Club information.
- Having one-on-one contact with the Manager of Club Development through newsletters, email, and by phone. If there is something that you would like to see changed the Manager of Club Development is there to help and can possibly implement any new ideas you may have.
- Have early access to new programming in perks/tournaments/events
- Tangible awards may be rolled out in 2025 for our new Clubs of the Year Program

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

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

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, your club may have multiple Handicap Administrators listed in your club's GHIN Admin Portal account. You can find these under your club's "Account" tab and then 'Manage Users' (see screenshot below.) Club admins can keep this up to date by adding or removing Admin Users throughout the year as they best see fit.

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 and they will receive the Club invoices every month via email. You can find this section by logging into your club's memberplanet account and clicking "Group Billing" from the left-hand menu then "Manage Invoice Settings" and then "NCGA HQ" (see screenshot below). Clubs must keep this information up to date and can make any changes throughout the year as they best see fit. ([Short Video example linked here](#)).

Manage Invoice Settings



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 recipient, 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	