



Executive Director
Idaho Golf Association
Boise, Idaho

Idaho Golf Association

The Idaho Golf Association (IGA) was founded in 1969 with the goal of being an all-encompassing umbrella organization for amateur golf in Idaho.

The IGA is recognized by the USGA as the governing body for amateur golf in Idaho.

The vision of the IGA is to promote the best interest of amateur golf, by providing course rating and handicapping service to member clubs; conducting championships; providing playing opportunities for all members; educating golfers; and protecting the spirit of the game. The IGA is comprised of nearly 16,500 individual members and approximately 85 member facilities.

The mission of the IGA is dedicated to promoting the game of golf by offering all amateurs a positive experience and protecting the integrity and spirit of the game.

A volunteer Board of Directors made up of representatives from member courses throughout its prescribed territory governs the IGA.

USGA/PNGA Relationship

The IGA is charged with governing, promoting, and protecting amateur golf in Idaho, and enjoys a close relationship with the United States Golf Association in pursuit of accomplishing this mission. The IGA annually conducts qualifying events for a number of USGA competitions, administers a statewide handicap system in accordance with USGA guidelines, provides course rating services in accordance with USGA guidelines, administers the Rules of Amateur status on behalf of the USGA, and enjoys support from USGA staff and committee members in areas such as the Rules of Golf, Handicapping, and Course Rating.

The IGA has a close working relationship with the Pacific Northwest Golf Association (PNGA) as a member association.

Competitions

The IGA conducts nine statewide championships and a number of USGA Qualifiers each year.

Handicapping

The IGA is proud to offer the USGA's Golf Handicap and Information Network (GHIN), the largest handicapping service in the world, to the golfers of Idaho. Currently, approximately 85 facilities in Idaho utilize this important service. USGA Course Rating™ and Slope Rating® Equity in the handicap system begin with each golf course rated against all others. The IGA oversees course rating and ensures that USGA guidelines are followed and met.

Rules of Golf

IGA staff is available to assist clubs and individual members with Rules of Golf questions, and conducts periodic Rules of Golf workshops throughout Idaho.

Position Description

The Executive Director shall be the IGA's Chief Executive Officer and the chief advisor to and executive agent of the Board of Directors. His or her authority is vested through the Board of Directors and includes responsibilities for all IGA managerial affairs. The Executive Director is responsible for leading the IGA, implementing all Board policies, keeping the Board informed on appropriate matters, consulting with the Board in a timely manner on matters appropriate to its policy-making and fiduciary functions, and serving as the IGA's key spokesperson. The Executive Director may execute all documents on behalf of the IGA consistent with IGA policies and in the best interest of the IGA. The Executive Director serves as an ex-officio non-voting member of all Board committees.

Key areas of responsibility include:

BUSINESS ADMINISTRATION

- Assures that a clean, safe, and pleasant working environment is established and maintained.
- Update, implement and enforce the IGA by-laws, regulations, and policies established by the Board of Directors.
- Shall be authorized to speak for IGA and shall keep the president advised of such statements.
- Shall be authorized to enter into contracts on behalf of the IGA and shall keep the Officers and Board of Directors and Executive Committees aware of such contracts.
- Accountable for all financial affairs of the IGA and shall maintain proper internal controls to protect IGA assets.
- Assure that IGA is adequately insured.
- Approve all expenditures and manage the annual budget of IGA
- Coordinates preparation of annual budgets, monitors all checking, savings, investment, asset, inventory, depreciation and expense accounts; monitors fiscal activity to assure solid financial standing
- Maintains personal and professional relationships with leaders of other local, regional, and national golf organizations to promote the good of the game.

OFFICE ADMINISTRATION AND GENERAL POLICY

- Report and be accountable to the Board of Directors of the IGA.
- Responsible for writing job descriptions for each employee of IGA office.
- Shall work with the Board of Directors to hire, reprimand or dismiss employees.
- Shall train, supervise, counsel and review all employees.
- Shall implement IGA salary and benefits plan
- Establish and implement employment and office policies and procedures.
- Shall work with and on behalf of all Committees and chairpersons.
- Shall prepare and distribute all meeting agendas, verify attendance and provide and maintain all board and committee meeting minutes.
- Shall set his/her own schedule so as to meet the requirements and duties of his/her position.

ASSOCIATION REPRESENTATION

- Attend all Board Meetings and General Membership Meetings unless other Association business prohibits such attendance.
- Attend IAGA, PPGA and USGA Regional Affairs meetings at the expense of the Association.
- Serve on IAGA, PPGA or USGA committees if chosen.

STRATEGIC PLANNING (LONG AND SHORT TERM)

- Coordinate and supervise preparation IGA long and short-range business objectives.
- Supervise formulation of IGA Business Plan and ensure its submission to the IGA Board of Directors.

SPONSOR & PARTNER DEVELOPMENT:

- Responsible for the procurement of all corporate sponsorship and partnership sales for IGA.
- Maintain all appropriate sponsorship and marketing contracts.
- Work closely with all sponsors to ensure their satisfaction.

MEMBER PROGRAM MANAGEMENT

- Ensures all Association educational seminars on Rules, handicapping, course rating, etc. are conducted in a high quality, professional manner.
- Assures coordination and publication of a statewide competitions schedule; oversees conduct of all competitions within the association, including IGA State Men's and Women's Championship, qualifying for the U.S. Open and U.S. Amateur Championships, college events, etc.
- Assures members clubs receive proper attention in regard to programs such as course measuring, rating and marking, USGA handicapping services, and publications distribution.
- Assure clubs are properly measured and subsequently rated in accordance with the USGA Course Rating System™.
- Oversees the association's handicapping program, to include assuring club compliance with USGA requirements, and addressing and resolving problems that arise in the operation of the GHIN services.
- Oversee the Idaho Junior Tour and all junior golf activities within the association.

Skills:

- Excellent leadership skills
- Marketing and promotions skills
- Experience recruiting, training and managing staff
- Business administration skills including organizational skills and being detail oriented
- Interpersonal skills to ensure a cooperative environment within the Association, staff, PGA Section membership, sponsors and the community
- Experience in general association management and working with a Board of Directors, committees and volunteer base preferred
- Excellent verbal and written communications skills
- Experience in managing and developing budgets, business plans as well as managing financial assets and banking
- Experience in program and tournament management
- Proven customer service skills

Experience / Qualifications: *Including, but not limited to, the following:*

- Four-year college degree or equivalent experience preferred
- Executive leadership of an organization
- Allied Golf Association executives or staff members
- Must have strong leadership and organizational skills
- Familiar with the organizational structure of the USGA, local amateur associations and the game of golf in general.
- Proven ability in sponsor procurement and fundraising preferred

Compensation & Benefits Package:

Salary range is \$70-100K depending on qualifications and experience. (Please indicate desired salary range in cover letter).

- Health/Dental/Vision insurance
- Work related travel reimbursement
- Cell phone
- Paid time off

Application Instructions:

Application deadline: November 24, 2017 or until filled.

Resumes accepted by email.

Instructions for submission:

1. Address cover letter to IGA Board of Directors, Hiring Committee
2. Combine your cover letter and resume and any additional information into one (1) PDF file.
3. Send your combined materials to Hiring Committee at Boardofdirectors@theiga.org

