

OGSA JOB DESCRIPTION
EXECUTIVE MANAGER
(Approximately 40 hours weekly)

OVERSEE ALL OFFICE & ASSOCIATION OPERATIONS

1. Accounts Payable.
2. Advertising Manager for: Green is Beautiful
Roster
Web Site
Conference & Trade Show
Employment Referral Service
3. Budgeting for Office and assist Directors in their portfolio budgeting.
4. Coordinating Manager and Designer for Green is Beautiful, OGSA's official publication.
5. Event coordination and registration. Six tournaments per year plus additional events from time to time, as decided by Directors.
6. Filing of Official documents (ie. GST, GCSAA Affiliate Agreement & Voting, Corporate Letters of Patent, WSIB, Banking Corporate Resolutions.)
7. Membership Drives - at least one per year.
8. Liaison with Professional service providers, such as Auditors, Accountants, Lawyers.
9. Public Relations.
10. Purchasing of all OGSA supplies and equipment.
11. Scholarships and Awards Coordinator.
12. Facilitate all Director Portfolios.
13. This position reports to the OGSA Executives and Directors.