

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

3). 2nd VICE PRESIDENT

Duties of the 2nd Vice President as outlined in the Sun City Women's 18-Hole Golf Association Division Bylaws are as follows:

1. To assume the duties of the 1st Vice President in her absence.
2. To assist the President or 1st Vice President on any committee deemed necessary.
3. Facilitate communication updates for the following: Website, Bulletin Board, Publicity, Sunshine Committee.
4. Keep the coffee shop manager informed of any unusual activity which will impact on her workload. For example, the manager should be informed of any shotgun start in order to be prepared for golfers finishing at the same time and be informed in advance of any luncheon catered by an outside entity which will significantly reduce her workload.
5. Communicate with Social and Tournament Chairs prior to events to see if everything is in order or if any assistance is required
6. To maintain the Policies and Procedures manual which includes all LWWGA Chair's Policies & Procedures. The 2nd Vice President shall work with each Chair annually to keep their P&P's up-to-date by incorporating any changes in their job descriptions which have occurred during the past year.

All updates are to be made digitally and an updated copy filed in the physical P&P manual and a copy returned to the individual Chair.

In addition to the P&P Manual, the 2nd Vice President, in coordination with the New Member Chair, will also maintain a good working copy of the Lakes West Women's 18-Hole Golf Association's Orientation Manual and make it available to the Membership Chair for new members to peruse.

7. The 2nd Vice President shall assume the responsibilities of the Hole-in-One Chair. All members of the Lakes West WGA are automatically entered in the Hole-In-One competition each year. One dollar of the dues per member funds the competition annually (Jan-Dec). Hole-In-One(s) are paid \$50.00 each when they occur during league play.

Responsibilities as the Hole-In-One Chair include:

- 1) Notify the Treasurer that a check needs to be issued to the recipient and given to them within 30 days of the event
- 2) Notify the Publicity Chair so a photo and write up is done
- 3) Notify the AWGA State Representative so a certificate can be requested
- 4) Present the certificate at the next possible social event

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- 5) Keep a record of:
 - a. Winner
 - b. Date
 - c. Hole #
 - d. Distance
 - e. Club used

8. To monitor the printer at the clubhouse. This includes making sure that ink is ordered and installed in the printer as needed, ensuring there is paper at or near the printer and keeping the printer only useable by Lakes West or Lakes East 18-Hole League members by hiding the power cord.

The 2nd Vice President is automatically elevated to the position of 1st Vice President. As a result, many of her duties as 2nd Vice President are related to preparation for her next term of office.

(Revised 1/24)