

LVWGA GUIDELINES: VICE-PRESIDENT

By-Laws:

It shall be the duty of the Vice-President to perform all duties of the President in her absence. She shall be responsible for the planning of menus, refreshments and decorations for all golfing and social events of the Association, and shall be in charge of President's Day Program.

Responsibilities:

- 1) The Vice-President shall act in the absence of the President, consulting with the President (when able) and perform all duties that are determined to be necessary, until the President is again able to perform her duties. She shall attend all Board and General Meetings. If unable to attend, she will inform the President prior to the meeting.
- 2) The Vice-President shall coordinate with the Tournament Chairwoman for all tournaments. The Tournament Chairwoman is responsible for informing the Vice-President of the number of people (golfers and social members) attending the luncheon in a timely manner (i.e., a week prior to the event) to allow the Vice-President enough time to coordinate the event. The Vice-President assists the Tournament Chairwoman as needed when the LVWGA is asked to provide refreshments at events other than those described below.
- 3) The Vice-President is responsible for coordinating with caterers and/or grills or other restaurants to provide lunch and refreshments for LVWGA tournaments. She will receive a budget in March and is responsible for staying within budget limits or informing the President if she will go over-budget. She shall plan all menus, refreshments, and decorations for the following tournaments (if applicable):
 - a) Eclectic Tournament (April). This is a 2-day tournament. The Vice-President shall arrange for lunch following play on the second day of the tournament. Social luncheon following play may be held at someone's house or alternative venue, so coordination with the President regarding where this will be held is necessary.
 - b) Lago Cup (September). This is typically a 2-day tournament. The Vice-President shall arrange for lunch on the last day of the tournament. Social luncheon following play may be held at someone's house or alternative venue, so coordination with the President regarding where this will be held is necessary.
 - c) Club Championship Tournament (October). This is a 2-day tournament. The Vice-President shall arrange for lunch on the second day of the tournament. Social luncheon following play may be held at someone's house or alternative venue, so coordination with the President regarding where this will be held is necessary.

- d) President's Day (December). This is a 1-day event. The Vice-President oversees the Program as well as ensuring that lunch is provided. The Vice-President shall coordinate with caterers to provide lunch. Coordination with the caterer will also be made for one drink ticket per person (i.e., free wine/beer/soft drink/tea). The location of the dining will be decided by the President.
- 4) The Vice-President will edit the monthly Board and General Meeting minutes sent to her by the Secretary. Corrections made by the Vice-President will be returned to the Secretary in a timely manner.
- 5) The Vice-President shall attend all Board and General Meetings and be prepared to report on any activity occurring within her area of responsibility. If unable to attend, the Vice-President will inform the President prior to the meeting.
- 7) Any changes or questions regarding these Guidelines shall be referred to the President. These Guidelines will be updated on a yearly basis and sent to the President no later than November 1st of each year.

Rev.: December 2022