

## **DUTIES OF THE LGA VICE PRESIDENT**

As stated in the LGA By-Laws the Vice President shall preside in the absence of the President of the association. She is also responsible for Special.

Other duties include:

- Serves on the Executive Board and participates in developing a budget, discussing and making decisions on association issues
- Purchases the Presidents' Thank You gift, which is given to the outgoing President at the November meeting (or Member/Member tournament)

The Special Tournaments and Events include:

- Kickoff Meeting
  1. Work with Social Committee to plan the event, including monitoring signups.
  2. Prior to submitting numbers for the event, contact all members from previous year who have not registered for the kickoff (with help of other exec officers).
  3. Member/Member committee responsible for the 50/50.
- Play with the Pro
  1. Assign teams
  2. Collect Money
  3. Announce winners and distribute winnings at the May Shotgun
- Match Play
- Ham & Egg Open
- Solheim Cup
- Member/Member

The duties for Special Tournament and Events:

- Create a committee, if needed, to help plan and implement the event, including selection of food, prizes, making decorations, etc.
- Using information from past events that are documented in the VP Workbook, determine a theme, the format, entry fee, advertising/sign-up, food/beverage, decorations and prizes.
- Meet with appropriate club staff (Pro Shop, Special Events, Food & Beverage, etc.) to arrange the event details, and follow-up regularly to ensure the event is on track. Submit a "Golf Event Request Form" to the Pro Shop and a "Banquet Event Order" to the club's Director of Events.

November 4, 2021

- Document the event for the VP Workbook including poster, sign-up sheet, winners, prizes, Financial Worksheet, other details of the event, and suggestions for next year
- Complete a Financial Worksheet upon completion of the event detailing final income and expenses and submit to the Treasurer

November 4, 2021