

## VICE PRESIDENT: Elected Officer, 1 Year Term

**ROLE:** Support the President and be accountable to LWWGA Members. Promote a culture of inclusion, variety, competition and fun. Collaborate with the President on defining and achieving goals and objectives that ensure LWWGA is aligned with SCWGA By-Laws. At the President's request, conduct and operate LWWGA Board or Member meetings using [Roberts Rules of Order](#) . Liaison with Officers and Committee Chairs.

*Expectation:* VP transitions to President.

**ACCOUNTABLE TO:** LWWGA President and Membership

### **RESPONSIBILITIES:**

1. Assume Vice President role January 1
2. Be knowledgeable of SCWGA By-Laws
3. Assume the duties of President in her absence and assume Presidency in case of resignation or death of the President (ref By-Laws)
4. Attend all LWWGA Board and Member meetings
5. Chair Special Committee meetings upon request
6. Attend Golf Advisory Committee meetings and RCSC Board-Member Exchange to ensure Golf and LWWGA is represented, as necessary
7. Appoint Team Play Captains (Season: Nov – thru March)
8. Serve as Grievance Chair. Primary contact for any member who has a complaint or grievance, bring all matters to the executive board for discussion and resolution.
9. Establish meeting dates for the following year
10. Review schedule for SCWGA Events to avoid any conflicts before completing 10 & 11 below.
11. Manage the "Facility Club Usage and Club Meeting Schedule" per BP 12-2 Chapter 1, Section C
  - a. December/January: Complete Form BP12-2: RCSC Facility Club Usage & Club Meeting Schedule [\\*club-schedule-bp12-2.pdf](#) . (Use prior year's schedule as a guide and consult with Mixers, Social & POD Chairperson to determine dates.)
  - b. January: Present Form Schedule to LWWGA Board for approval at first meeting
  - c. March 2<sup>nd</sup>: Submit completed Form BP12-2 to Oakmont Recreation Center, Chartered Clubs Office
  - d. Links: All Chartered Club Forms: [Chartered Clubs Office.](#)

12. Submit Weekly Play of the Day Schedule to RCSC Golf Administration Co-Ordinator by February 1 for the following year.
  - a. January: Ensure “Weekly Play of the Day” document is completed by POD Chairperson. (use prior year’s schedule as a guide.) Note: Golf course shot guns dates need to be the same as room booking dates. (Dates on BP12-2)
  - b. January: Review Schedule and obtain approval with LWWGA Board at first meeting
  - c. January: Submit approved Schedule to Chris Linam, Pro Shop Director (623-876-8419). Mr. Linam’s office is at Riverview Golf Course
13. Parking Lot Security
  - a. Arrange security (Posse) for events at Recreation Centers following golf (Scrambles)
  - b. Complete form (in VP Binder) with request for all date in following year and submit to Posse
  - c. Reminder call to Posse at least one week in advance
14. Recruit and appoint Committee Chairs as needed to transition with president-elect
15. Select and purchase a gift for the outgoing President, present at the Christmas luncheon. (\$70.00 limit)
16. Conduct an end-of term transition meeting and deliver all materials to successor within (10) days prior to the beginning of the calendar year. ([Ref By-Law Article V](#))