

2nd VICE PRESIDENT: Elected Officer, 1 Year Term

ROLE: Support the President and 1st Vice President, be accountable to LWWGA Members. Promote a culture of inclusion, variety, competition and fun. Collaborate with the Executive Board 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: 2nd VP transitions to 1st Vice President.

ACCOUNTABLE TO: LWWGA President, 1st Vice President and Membership

RESPONSIBILITIES:

1. Assume 2nd Vice President role January 1
2. Be knowledgeable of SCWGA By-Laws
3. Assume the duties of President and/or 1st Vice President in her absence.
4. Attend all LWWGA Board and Member meetings
5. Attend all SCWGA meetings
6. Chair Special Committee meetings upon request
7. Attend Golf Advisory Committee meetings and RCSC Board-Member Exchange to ensure Golf and LWWGA is represented, as necessary
8. Maintain the Policies and Procedures of LWWGA
 - a. Maintain an electronic and paper copy of LWWGA Policies and Procedures and update annually
 - b. Communicate with each chair annually to ensure changes in procedures are incorporated into manual.
 - c. Have updated Policies and Procedures posted on website
9. In co-ordination with New Member Chair maintain a copy of the LWWGA Orientation Manual
10. Hole-In-One-Chair
 - a. All members are automatically entered on league play days
 - b. Notify treasurer to issued \$50.00 check
 - c. Notify Publicity Chair
 - d. Notify the AWGA State Representative and present AWGA certificate
 - e. Notify player to complete hole in one paper work at Golf shop, player pays to receive bag tag.
 - f. Keep record of:
 - i. Winners name, date, hole #, distance and club used.

11. Inform coffee shop manager of scrambles a week before
12. Monitor printer at Golf shop, paper, ink, and hiding the power cord to ensure only available for usage by LWWGA.
13. Conduct an end-of term transition meeting and deliver all materials to successor within (10) days prior to the beginning of the calendar year.