

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

2) 1ST VICE PRESIDENT

Duties of the 1st Vice President as outlined in the Sun City Women's 18-Hole Golf Association Division Bylaws are as follows:

1. To assist the President in executing the duties of her office.
2. To assume the duties of the President in her absence and assume the presidency in case of resignation or death of the President.

In addition, the 1st Vice President serves as Grievance Chair. She will be the primary contact for any member of the association who has a complaint or grievance of any kind and will review with the executive board any and all actions to be taken.

The 1st Vice President is automatically elevated to the position of President at the end of the current term. As a result, many of her duties as 1st Vice President are related to preparation for her term of office as President. Specific duties include the following:

- A. Scheduling. Arrange dates and places for events of the coming year, including: Sunday mixers, board meetings, luncheons, general meetings, and any other social events.

Shotgun scheduled events for the year following need to be emailed to RCSC Golf Administration Coordinator, Chris Linam (clinan@suncityaz.org). (Chris's office is at Riverview should you need to see him and his phone number is 623-876-8419). This should be done by the end of January for the year following in order to assure availability of the places and times desired. Coordinate with the Sun City Women's Golf Association (SCWGA) umbrella group to avoid conflicts.

All RCSC room requests need to be booked with the Recreation Center Club Office. These are reserved on a first come, first serve basis. Our regular scheduled events such as board meetings, monthly lunches following scrambles, Sunday mixers and Christmas brunch/lunch are booked a year out. Requests can be made in person at the RCSC Clubs office at Lake View or via email to: clubs@suncityaz.org. It is strongly suggested that on the first work day of the New Year you have your schedules ready to submit for the following year. In addition to the room request you also need to provide a requested room set up. (*Instructions and previous room set ups in the 1st Vice President's binder*)

Arranging with the Sheriff's Posse for parking lot security at any of the recreation centers at which the club may be holding a luncheon or other social event following golf. Forms are available in the 1st Vice President's binder. You can submit your requests for the full year but at least 30 to 45 days ahead of the scheduled event. A reminder call at least one week in advance is advisable.

- B. Committee Chairs. Work with the Executive Board in the selection of new Committee Chairs for the coming year.

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- C. Appoint Team Play Captain

- D. Inform RCSC Golf Administrator Coordination (Chris Linam at Riverview golf office, 623-876-8419) of any golf course related information which should be included in the Sun City RCSC web site calendar, and our website manager for our leagues' website.

- E. Gift for Outgoing President. Select and purchase a gift for the outgoing President, to be presented at the Christmas luncheon at the end of her term. Funds are available in the club treasury for this purpose (\$70.00 limit). **Needs to be discussed at Board meeting**

(Revised 1/24)