

# JOB DESCRIPTION - VICE PRESIDENT

*Updated February, 2020*

## **Organize Invitational Tournament**

- ❖ Create and mail member invitation letter and entry form
- ❖ Set budget
- ❖ Coordinate fundraising, sponsorship, and signage with Publicity Director (3 months prior?)
- ❖ Coordinate menu, cost, and meal timing with Food & Beverage Director (2 months prior?)
- ❖ Create betting form for pari-mutuel betting and Horse Race
- ❖ Prepare, and have pro shop announce daily schedule of events (i.e. putting & chipping contests)
- ❖ Coordinate prizes, range balls, and staff with pro shop
- ❖ Create and prepare tee prizes
- ❖ Coordinate team photos
- ❖ Coordinate Sports Lounge and Clubhouse facilities with LOP Administration
- ❖ Coordinate marquee board, paper, and Pines Times advertising with Publicity Director
- ❖ Coordinate Friday & Saturday volunteers with Player Development Director
- ❖ Collect entries and forward fees to Treasurer
- ❖ Create and assemble Player Tournament Guides
- ❖ Coordinate tee and hole locations with Golf Course Superintendent
- ❖ Coordinate score card preparation, scoring and posting of results

## **Attend Monthly Meetings**

- ❖ Inform president of any required agenda items
- ❖ Provide status update on open action items and activities since last meeting
- ❖ Assist president in reporting Golf Committee meeting highlights
- ❖ Participate in discussions
- ❖ Initiate motions and vote as required

## **Attend Golf Committee Meetings**

- ❖ Assist the president in representing the MGC
- ❖ [Second task or achievement]
- ❖ [Third task or achievement]

## **Miscellaneous**

- ❖ Act as mentor, assisting other MGC BOD members as appropriate
- ❖ Coordinate election process for new MGC BOD members by forming nominating and election committees