

LADIES' NINE HOLE GOLF ASSOCIATION

Revised November 2016

PRESIDENT

In the spring, go to the View Point activities office and do the following:--

- The president's name needs to go in the VP Activities Directory
- Update the information/message about the Ladies' Nine Hole Golf Association that goes in their clubs' information
- Go with the treasurer and get your name on the bank account

It is to your advantage to get the Welcome Package ready for next season. The vice president can help do this. Get the envelopes ready and AT THE PRO SHOP ready to go. Things happen....

In the fall --

- Compose information/message for the View Point television channel exposure
- Create a membership list noting unit numbers and e-mail addresses
- Update membership list and distribute to membership on a regular basis
- Send needed information to the membership via Frank (pro shop) who posts it on our website
- Preside at all meetings
- Appoint new officers if vacancies occur
- Responsible for organizing committee assignments
- Call executive board meetings when needed
- Appoint an auditor to audit the treasurer's books at the end of the season
- Upon retiring from office, deliver to successor all records and property belonging to the Club

VICE PRESIDENT

In the spring --

- Book room assignments with the Activities Office for the following events: November welcoming gathering, Holiday potluck gathering, January welcoming gathering, March awards and recognition luncheon
- Prepare "the game of the week" schedule for the Welcome Package
- Prepare envelopes to include information on the outside -- member's name, unit number, date, e-mail address, and an opportunity to note "a new member" or "social member"
- Help the president with the preparation of the Welcome Package

In the fall --

- Responsible for "the game of the week" throughout the season
- Assume duties of the president in her absence and chair any special events as requested by the president
- Attend executive board meetings announced by the president
- Purchase a \$50 gift for the outgoing president (or gift) to be presented at the March luncheon
- Communicate with the Pro Shop when needed
- Upon retiring from office, deliver to successor all records and property belonging to the Club

SECRETARY

- Responsible for information on the Club bulletin board located in Fat Willy's ladies' restroom
- Record minutes of all general meetings
- Forward minutes of the general meeting to the president
- Read minutes of previous general meeting at the Club meeting for approval
- Take informal minutes of executive board meetings