



LLGA

Position Description for VICE-PRESIDENT

Updated 05.2021

POSITION DESCRIPTION:

The Vice-President shall assist the President in whatever executive duties the President assigns her. She shall perform the duties of the President should the President resign or be absent. Upon the removal or resignation of the President, the Vice-President shall become President and hold office until the nominating committee presents nominations for a new President to the membership for election at the annual meeting.

Duties:

- Liaison between Volunteer Posts (Sunshine, the two Inter Clubs, Birdie/Chip, Photographer and Gator Girls) Chairs and Executive Board.
- Manage record retention and LLGA lockers.
- Responsible for “most improved” golfer award process. This entails working with the ProShop to identify the most improved golfers and getting the plaque engraved.
- Responsible for ordering name tags and getting them to the new LLGA members.
- Misc duties as determined by the President and Vice-President