

TWGA Vice President Job Description

The primary responsibility of the Vice President is to assume the duties of the President in her absence and to assist the President when called upon.

This position is elected in even numbered years for a two-year term. Attendance is suggested for all Association Meetings.

Additionally, the TWGA Vice President acts as liaison to the Club Representatives and serves as the Awards Chairperson. Although every officer and chairperson are available to assist the Club Representatives, the Vice President is designated as the primary contact.

With the assistance of the Executive Board update or coordinate the updating of Representative Information, located on TWGA.org. These materials may include:

Representative Packet

- Duties of Representatives
- Duties of Representatives when Tournament held at their course
- Tournament Schedule (Provided by Tournament Chair)
- Tournament Sign-up Forms (Provided by Tournament Chair)
- TWGA Membership by Club list (Provided by Tournament Chair)
- Expense Reimbursement Form (Provided by Treasurer)
- Pace of Play Suggestions (Provided by Rules Chair)
- TWGA By-Laws (Provided by Secretary)
- TWGA Rules of Competition (Provided by Secretary)
- List of Officers and Club Representatives (Provided by Secretary)
- Any other items deemed appropriate by the Executive Committee

As Awards Chairperson, coordinate with the Treasurer and Tournament Chairperson to determine the budget for and winners of various awards. Prior to the final tournament of the year; choose a vendor for trophies and engravings; request and receive the perpetual trophies back from the prior year's winners; and choose small 'memento' awards. Once the winners are known, deliver the perpetual trophies to the vendor along with the names to be engraved. Prior to the annual Fall Meeting and Awards Luncheon, secure the awards from the vendor and checks from the Treasurer. At the luncheon, assist the President as needed to announce and present the cash and physical awards to the winners. The following awards are purchased and/or engraved:

Awards and engraving

- Engraving only
 - Champion Perpetual Award
 - Team Perpetual Award
 - Jane Bradley Perpetual Award

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- Purchase and Engrave – Small Memento/Trophy
 - Champion
 - Runner-up to the Champion
 - Low Net of the Field
 - Jane Bradley
 - Honorary Member, if needed
 - Hole-in-one, if needed

Notify Sunshine representative of any member who is ill so a card can be sent. Include member's address in email.

Review job description once a year and update it if necessary. Submit it to the President, Secretary and Historian.

Perform other duties as required.