

COUNTRY MEADOWS SENIOR MEN'S GOLF CLUB

EXECUTIVE JOB DESCRIPTION

1st Vice-Captain

FUNCTION:

- Provide for the orderly and efficient operation of Club Play Days.
- 1st Vice-Captain assumes the duties of the Captain in his absence.
- 2nd Vice-Captain assumes the duties of the 1st Vice-Captain in his absence.
- Vice-captain's duties to be split between the two positions.

DUTIES AND RESPONSIBILITIES:

General

1. Member of the Executive committee.
2. Carry out such other duties as assigned by the Captain.
3. Make yourself available to the Captain for guidance & counsel in club matters.
4. Be visible and available to all members on Club Play Days.
5. When terms are up, see that incoming members are counselled on responsibilities of the position.
6. Submit next year's budget request to the Treasurer on time.
7. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.
8. Annual Renewal of Liability Insurance Policies – To arrange the annual renewal of liability insurance policies for the Country Meadows Senior Men's Golf Club (Insured) as authorized and directed by the Executive Committee.

Weekly

1. Collect Toonie Pot from Pro Shop at the end of play.
2. Cross-check Toonie slips against attendance checklist from the Starter.
3. Collect KP cards and determine winners for that week.
4. Obtain previous week's Low Net and Low Gross winners from Handicap Chairperson. KP and Low Gross/Net winner information will be included in the Weekly Toonie Pot Report prepared by the 1st Vice-Captain.
5. Submit a weekly report on Toonie Pot winners to Captain, 2nd Vice-Captain and Treasurer.
6. Provide envelopes with cash in them for above winners and ensure the Starter has them prior to next week's play.

7. Change Toonies to dollar bills and purchase coin wrappers and envelopes to handle money and prizes.

Monthly and On-Going

1. Keep a record of all “Toonie Pot” receipts and expenditures.
2. Report expenditures and number of players that month at the monthly Executive Meeting.
3. Assist Tournament Chair in the Maintenance of a list of Tournament and Trophy winners. Assist Tournament Chair at Mid-Season and End of Season game days in the presentation of prizes.
4. Review handicap category levels and present adjustment recommendations to the club executive.
5. Maintain, and keep up-to-date, club plaques for Holes-in-One and past executives.
6. Order new gavel for out-going Captain and present it at the end of October Executive Meeting. “In Recognition – *name Captain year – year*”.
7. Purchase and deliver Christmas gifts for Country Meadows Staff.
8. Both Vice-Captains to determine prize limits and articles for non-tournament events, eg. 4-club, coloured ball, etc. Convey recommendation to Executive. Decisions to be administered by the Tournament Chairman.

Prepared by: Terry Greenslade – December 2013

Revised by John O’Connell–November 2016 (add General 8.)