



SADDLEBROOKE
WOMEN'S GOLF ASSOCIATION-18

JOB DESCRIPTION: VICE PRESIDENT

REQUIREMENTS:

- Computer
- Computer Skills – Excel & Word
- Access to the Internet

TIME REQUIREMENTS:

- (5-6) hours monthly

EDUCATION / TRANSITION REQUIREMENTS:

- Training on Golf Genius
- Must Attend All Luncheons

JOB DUTIES & TIME REQUIREMENTS:

1. General Meetings and Luncheons

- a. The Vice President is responsible for the organization of the luncheons held in January through May, September, November and December.
- b. For the December Holiday luncheon invite all past Presidents still living in SaddleBrooke and all Honorary Members. Purchase and present roses to the past Presidents.

2. October to December

- a. Work with the incoming VP and meet with the HOA1 Food and Beverage staff to select menus for the following year.
- b. The January menu should be selected in October or early November.
- c. The remainder of the year may be done in December.
- d. Appoint chairs for Standing Committees for the following year.
- e. Set Board meeting calendar for the following year and book meeting room with Food and Beverage Manager.

3. January

- a. Determine the “theme” of the luncheons, i.e., March is Sponsor Fair, November is election and fashion show, or possibly arrange a guest speaker (perhaps a rules presentation).

4. Monthly

- a. Create luncheon event in Golf Genius, copying the link.
- b. Create an invitation email including the link. Send to Bonnie Westra for inclusion on the website and email to membership. This should be done as soon as registration closes for the previous lunch. One or two reminders may be sent after that.
- c. One week prior to lunch: send an email to Trisha with the number of guests, the list of guests with their HOA number and menu selection, an estimate of the number of tables, special meals, etc. Copy the member who is arranging the table decorations, if any.
- d. Friday prior to lunch:
 - i. Obtain the tee sheet from TPD chair and arrange the seating, preparing a room schematic. Send this to Trisha and the table decorator.
 - ii. Prepare the Table Tent Cards and the Special Request Place Cards. Deliver these to Trisha on Monday prior to the lunch.

5. Tournament Luncheons

- a. Work with the Special Tournaments Chair and the Tournament Chairs to ensure successful tournament luncheons utilizing the process listed above.

6. Calendar

- a. Work with the TPD Chair and Special Tournaments Chair to create a draft of the calendar for the following year. This should be started in April.
- b. Coordinate with the Lady Niners to ensure there are no conflicts.
- c. Present draft calendar to Board for approval.
- d. Present the calendar to Jane Chanik by June 15th.
- e. Provide following year's luncheon dates to Trisha (including tournament luncheons) to reserve the Vistas Dining Room.

7. Other Items

- a. President's Medallion
 - i. Each year, a necklace is presented to the outgoing President at the Holiday Lunch by the Vice President. This necklace is made by a silversmith using a mold. The current President maintains this mold and orders three medallions at a time. Funds are set aside every year to cover the cost on a three-year basis. The last medallion created was for the 2024 President. In the fall of 2026, the current Vice President will contact the silversmith to arrange for an additional three medallions to be created.
- b. Communication
 - i. Oversee the SBWGA-18 website and League communications.
- c. Communicate with the Sponsor chair/committee September through December when they are actively recruiting sponsors.

Revised April 2026