

CVWGC Board and Committee Job Descriptions

Job Title: Vice President

Last Modified: 02/01/2025

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Run meetings in absence of President	Go through the meeting agenda as outlined.	As Needed
Attend all Board and Member meetings	Attend meetings and assist with decision making.	Monthly
Assist Tournament Chair	Help with all club sponsored tournaments: President's Cup, Invitational, Club Championship, Teeing Up for the Cure, Home 'N Home, Mystery Golf Trip, etc. Interact with golf course staff by alerting Pro/Assistant Pro to special circumstances and pairings.	As Needed
Club Plaques	Take all club plaques for the Club Championship, President's Cup, Annual Eclectic, and Hole-In-One, as needed, to a local trophy shop to be updated with winners.	End of Season
NNGA Director	Represent the club at the two semi-annual NNGA Board of Directors Meetings.	Semi-annually
NNGA GHIN Discount Coordination	<ul style="list-style-type: none">Each membership renewal cycle, contact NNGA staff to obtain the GHIN discount codes that members who are eligible to receive the \$5.00 GHIN Cost Membership will apply at checkout (code example: CLUBCOST25).After receiving the codes, provide the codes to the two members who were awarded eligibility.Eligible members are both the annual President's Cup winner and Club Champion.	Annually

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