

Vice President –Job Description

Out of Town Tournaments

- Arrange for a block of rooms for members for out of town/overnight tournaments at a negotiated IESGA rate.
- Secure Hotel Accommodations for the Officers listed below, for out of town/overnight tournaments. This is per IESGA Officer Compensation as of 10-14-21. This will be forwarded to the Webmaster to be posted on our website.
 - President
 - Tournament/handicap Chairman
 - Secretary
 - Treasurer
 - Webmaster
 - Women's Out of Town Tournament Chairman

Board Meeting

- Attend all Board meetings

Annual Meeting

- Secure a venue for end of the year Scramble tournament. This will also serve as the annual/general meeting. This information will be forwarded to the Webmaster to be posted on our website.
- This includes arranging food options and a facility for a Board meeting prior to golf.
- Coordinating the collection of raffle gifts from our tournament venues and Wide World of Golf.
- If a raffle is to take place, that is organized and facilitated by a Designated Person.
- The Scramble will be set up by the Tournament Director, with a deadline for registration and selection of food option, to be consistent with all other tournaments.
- End of the year awards will be announced, at the annual meeting, following golf. Cash awards will be mailed out.
- Vice President will become President at the conclusion of the annual meeting and oversee the drawing for prizes.

Miscellaneous

- Assist the President as requested/necessary.
- Pass on any pertinent information, emails, spreadsheets, etc., to facilitate a smooth transition to the next VP.