

## **ARFAX Roles and Responsibilities**

### **Vice President**

#### **Overall Responsibilities**

- The ARFAX Executive Board is comprised of the Officers – as an Officer, the Vice President is a member of the Executive Board
- Attend all Executive Board meetings and Executive Committee meetings
- Oversee Cup and Prize Chair and Team Chair
- Oversee Special Tournaments
- Assist in absence of the President
- Submit required information to the Handbook Chair
- Manage the scheduling process for all tournament play
- Maintain correspondence for sympathy notes to members' families and thank you notes to sponsors.

#### **Month-to-Month Activities**

##### **November**

- Work with Secretary to ensure Sponsor communications for renewal of sponsorships are sent at the beginning of the month with a mid-December deadline for receipt of next season's sponsorships.
- Work with the Secretary to ensure emails are sent to Delegates and Alternates to replace any sponsors not renewing.
- Identify host clubs for the next year's Cup and Special Tournaments
- Send requests to Delegates of host clubs for confirmation forms for Cup and Special Tournaments
- Attend November Executive Committee Meeting and Annual Meeting and ensure Team and Cup and Prize Chairs provide final reports of the season. Provide reports of Special Tournaments.

##### **December**

- Identify new sponsors for new season as needed.
- Provide new sponsor information to the Secretary for invoicing.
- After tournament confirmation forms are returned, work as needed to deconflict dates as much as possible, including any conflicts with WDCGA, VSGA and any other major events.
- Meet with Team Chair to review team schedule for new season.
- Attend Executive Board meetings to organize year's activities..

##### **January**

- Attend Executive Board meetings
- Attend January Executive Committee meeting where Team Chair will give out team match dates.

- Work with the Cup & Prize Chair to ensure her committee is in place.
- Review ARFAX Standing Rules in the Rules section in the Handbook, in consultation with the Rules and Handicap Chair.
- Distribute tournament/cup schedule to Delegates at January Meeting.

## **February**

- Attend Executive Committee Meeting.
- Provide information to the Handbook Chair and the Website Chair on the Special Tournaments
- Provide information to the Handbook Chair and the Website Chair on changes to the Tournament Rotation Schedule at the end of the Tournaments Tab.

## **March**

- Attend Executive Board meetings
- Work with the Cup & Prize Chair to ensure her committee is in place.
- Attend Cup & Prize committee meeting (if it occurs).
- Attend Executive Committee Meeting.
- Attend Team Captains' Meeting
- Attend Ice Breaker Tournament.

## **April**

- Ensure Teams are ready to begin play in April.

## **May**

- Continue to assist with Team play as needed.

## **June**

- Attend Cup event, serve as MC and thank sponsors, present prizes to winners as needed..

## **July**

- Attend Cup event, serve as MC and thank sponsors, present prizes to winners as needed..

## **August**

- Attend Cup event, serve as MC and thank sponsors, present prizes to winners as needed..
- Attend Two-Lady Cup.

## **September**

- Obtain photos of Cup winners from the Web Chair and send thank you letters to sponsors for the season.
- Order outgoing gift for President, if this is her outgoing year. (Traditional gift is the 1-inch or 1 1/8 inch 14 KT gold-plated rope charm, similar to the ARFAX team awards. It is engraved with the ARFAX logo on one side and "President" and "(years served)" on the other. Ex., President 2011-2012.)
- Distribute Cup and Special Tournament Confirmation Forms at the September meeting. These forms will be returned to the VP once club dates have been decided upon and approved (preferably in December but before the January Executive Committee Meeting)
- Attend Executive Committee Meeting
- Attend Two-Lady Ryder Cup Tournament.

### **October**

- Attend President's Cup.