

AWGA Vice President Duties

On a board of directors, the Vice President serves as a backup for the President in the event she cannot be present for a meeting. If she resigns, the Vice President will take over temporarily until a replacement can be lined up. The Vice President most important duty is to assist the President.

AWGA Vice President additional duties are as follows:

- Attend Board Meetings
- Attend General Meetings
- Send the following cards when applicable:
 1. Welcome cards (new members)
 2. Birthday cards
 3. Sympathy cards
 4. Get Well cards
 5. Miss you cards
- Maintain AWGA Membership Directory
- Order and maintain supply cards
- Purchase and maintain sufficient postage
- Present gift/flowers for retiring President
- Be available to be paired with new members so as to familiarize them with the AWGA and golf courses
- In the event of the death of a member or a member's spouse, authorize the Treasurer to make a donation not to exceed \$50.
- Maintain bulletin boards.