

**SUNLAND SPRINGS VILLAGE COUPLES GOLF
BOARD OF DIRECTORS**

**Vice President Couple Job Description
October 2019**

- 1) The Vice President Couple acts in the capacity of the President Couple when the President Couple is unavailable. In the absence of the President Couple, the Vice President Couple chairs Board meetings and Socials, and make any necessary decisions on behalf of the President Couple.

- 2) The Vice President Couple attends Board meetings and contributes to the policy development and decision making process.

- 3) Manage the Friday Evening Social Sign Up and Collection Process:
 - a) 1 to 2 weeks in advance, send email notices to the membership regarding up-coming socials providing information regarding the meal, the cost and the sign up deadline. Also insure the information is posted on the Couples' Website.
 - b) Provide opportunities for members to sign up for socials prior to golfing, at socials and via email or telephone.
 - c) Sign up members for each social and collect appropriate fee. Keep records of attendance and money collected. Turn over money to the Treasurer Couple after each social.

- 4) Work with hosts regarding the cost of up-coming socials and set the price of the meal accordingly. In partnership with the Treasurer Couple monitor the costs of socials.

- 5) Manage the Auditorium:
 - a) Pick up the auditorium and kitchen key, and "blue sheet" in September from the HOA office.
 - b) Provide kitchen access for socials hosts – if requested.
 - c) Unlock the east side door of auditorium by 4:00 p.m. Set the door for handicap access.
 - d) Unlock the kitchen door.
 - e) Unlock the garbage bin during daylight. Code = 2240.
 - f) Turn on lights and fans
 - g) After the clean-up committee and host committee have completed their work, lock all doors, turn off handicap access to side door and turn off all lights and fans. Lock the garbage bin.

h) Return the key and "blue sheet" to the HOA office following last April Social or use the drop box on the weekend.

6) Set-Up and Clean-Up Committee and Hosts:

a) Each week advise the Host of the number signed up for the social.

b) Advise the Set-up Committee of the number of round tables and rectangular tables required.

c) Purchase and provide table cloths for round and rectangular tables, gloves and other supplies for hosts.

d) Maintain custody of the cards for table assignment. If necessary, coach Set-Up/Clean-up Committee members regarding how to manage the table assignment process.

e) Provide hosts with copies of the "Social Host Report Form".

7) Turn over electronic and paper copies of all forms and records to the incoming Vice President Couple.

8) Order the keepsake memento for the outgoing President Couple.

9) Perform such other duties, as agreed to with the President Couple.