

SUNLAND SPRINGS VILLAGE COUPLES GOLF BOARD OF DIRECTORS

Vice President Couple Job Description

March 2024

- 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 Present Couple chairs Board meetings and Socials, and makes 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) The Vice President Couple manages the auditorium for the Friday evening socials from October through April each season. The VP Couple, at their discretion, can have the lesser attended socials in October and late April elsewhere, such as at the patio grill.
 - a) Duties include opening and locking up the auditorium for every Friday social.
 - b) The VP Couple collects all social meal fees weekly, totals the monies collected, gives these monies to the Treasurer as well as keeping records of weekly attendance.
 - c) Before October 1st the couple contacts the HOA to get their key fobs programmed to be able to enter the kitchen door every Friday October through April at 3:30p.m.
 - d) Show up by 4p.m.(or earlier if requested by the hosts) to unlock kitchen doors, the east door using allen key found in the VP's money box, turning on all lights and fans(prn) including bathroom lights, unlocking the refrigerator with key in money box, unlocking the outside trash bin area with key found in west wall lockbox (code 420), setting out a bowl of ice on the stage, bringing the correct # of round and rectangular plastic tablecloths for the anticipated # of attendees, giving the setup crew table #'s and list of signed up attendees to check them off as they enter the east door, assist with setup of tables prn, turn on the microphone on west side of stage, set a small table inside the east door to begin collecting money for meals and then socialize.
 - e) After the clean-up committee and host committee have completed their work and the social has ended, lock all doors, turn off handicap access to east side door, lock the garbage bin, return key to lockbox (code 420) and lock our refrigerator. Turn microphone off. Make sure floors and kitchen are clean. Pick up and wash all used rags at home weekly. Then return all tables and chairs moved to their original positions, (SEE table charts inside storage doors on NW and NE corners of auditorium.)
- 4) Other duties of VP Couple:
 - a) Purchase and provide table cloths for round and rectangular tables, gloves and other supplies like cups and bowls for hosts. Give expenses to Treasurer for reimbursement. Purchase at Dollar Tree or Amazon for example.
 - b) Maintain custody of the cards for table assignments. If necessary, coach Set-Up/Clean-up Committee members regarding how to manage the table assignment process and checking in of attendees.
 - c) Provide hosts with copies of the "Social Host Report Form".
 - d) Every Saturday, send out a group email to all members summarizing previous nights' social, thanking the hosts as well as setup/cleanup crew, then previewing next week's menu as well as reminding members to sign up on the website for socials by Monday night prior to that Friday's social.
 - e) Before each social, print 2 copies of those signed up. These are found on the Couples' website. Use 1 yourself when attendees pay and give 1 to the table assignment volunteers inside the east door to check people off as they enter.

- f) Also make either a Word document OR print next weeks' social menu off the Couples' website to display at that night's social to inform members of future social menus and to collect future meal monies.
- g) Write the monthly Village Voice article for the Couples' Golf League. It must be in a Word document (NOT PDF), sent by the 9th of every month to voicearticle@ssvhoa.com.
- h) On Fridays when it is frosty or rainy, consult with President and pro shop re: golf delays or cancelling the day and then send out a group email to all members by 7 a.m.
- i) Purchase sympathy and get well cards and stamps. Place cards in pro shop on north window ledge when needed. After being signed, hand deliver or mail such cards.
- j) Summarize an annual report for the annual meeting every March. Compare current year's social attendance #'s to prior years. Thank ALL the volunteers who keep us going. Note any special events such as holes-in-one, life events etc.

5) Turn over electronic(Excel spreadsheets) and paper copies of all forms and records to the incoming Vice President Couple.

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

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