



IVANHOE LADIES GOLF CLUB

ROLE OF VICE PRESIDENT

- Support the President in her duties and fill in for her in her absence, i.e. sickness, holidays.
- Act as Victorian Golf League (VGL) delegate.
- Receive and present invitations and notifications of events at other Clubs, especially VGL Events and events at other VGL courses.
- Email information flyers in different categories, i.e. VGL Events, VGL courses, Private Clubs.
- Provide information and costs to player(s):
- Request Treasurer pay entry fees for events and advise registered players to reimburse their portion by direct debit to ILGC, OR pay green fees on the day.
- Complete entries online for VGL events and email entries for other events.
- Maintain in a folder details of events and competitors, payments made, etc.
- Maintain Excel birthday list and advise President on upcoming birthdays, particularly '0' events.
- Update emergency kit and Emergency contact list.

