



IVANHOE LADIES' GOLF CLUB

ROLE OF VICE PRESIDENT

1. Support the President in her duties and fill in for her in her absence, i.e. sickness, holidays;
2. Receive and present invitations and notifications of events at other Clubs, especially VGL Events and events at other VGL courses;
3. Display information flyers in different categories, i.e.
 - VGL Events, VGL courses, Private Clubs;
 - Provide information and costs to player(s):
 - VGL Events
The club will pay half the cost of each competitor;
 - Bowls and Salvers
 - These are conducted on League Courses. The club will pay **Entry Fees** for one team selected by the Captain and Handicapper;
 - Charity Days, Gala Days and all Events on Private Courses
All costs are paid by the competitor(s).
4. Forward information to the Treasurer explaining direct debits to ILGC account from our players, to enter them into events at other clubs. Specify the amount to be subsidized by our club and the relevant information to forward the entry fees before the closing date of entries.
5. Complete entries online for VGL events and email entries for other events.
6. **Record** in a folder all details of events and details of competitors, payments made, etc.
7. Update emergency kit and Emergency contact list.