

**HERON LAKES WOMEN'S 18-HOLE GOLF CLUB**

**JOB DESCRIPTION**

**VICE PRESIDENT**

1. The office of Vice President is filled annually by vote of the membership.
2. The Vice President's main responsibility is to assist the President whenever and wherever needed to carry out her duties. She will preside at the brown bag meetings, board meetings, and/or at other events in the absence of the President.
3. The Vice President will confirm and adjust this year's room reservations after the current Calendar of Events is finalized. If changes are needed, she will contact the Recreation Department Office Manager, make changes and receive a new printout.
4. In early November, the Vice President makes room reservations through the Recreation Department Office Manager for the next year based on anticipated events. The Recreation Department will provide needed forms and deadlines. Cost will be \$1.00.
5. In early March, the Vice President orders the President's gift from the Heron Lakes Pro Shop. The gift will be presented at the Awards/Fun Day luncheon. Gift certificate is \$75.