

**POLICIES AND PROCEDURES ADMINISTRATOR
JOB DESCRIPTION**

Revised 09-10-22

REFERENCES:

- **Bylaws and Standard Operating Policies (SOP's)** for The Villages Women's 18-Hole Golf Association
- **Per Article X of the By-Laws**, After changes are made to the By-Laws, provide an approved copy to the Community Activities Office and the Assistant General Manager.

GENERAL RESPONSIBILITIES:

- The Policies and Procedures Administrator is responsible for updating and maintaining revision control of The Villages Women's 18-Hole Golf Association's By-Laws, SOP's, Job Descriptions, and other documents, as required.

SPECIFIC RESPONSIBILITIES:

1. Work with each Director or Chair to define or update their respective Job Descriptions.
2. On request, submit documents to appropriate owners for their review and revision.
3. Standardize document formats and maintain revision control through date changes.
4. Review the monthly Board of Directors minutes watching for voting actions that may require By-Laws or SOP changes.
5. Document changes to the By-Laws or SOP's on the Revision History Sheet with the reason for change.
6. Be alert to actions taken or about to be taken which are, or might be, contrary to the By-Laws, SOP's, or Job Descriptions.
7. When a By-Laws change is required, give an updated copy of the Bylaws to The Villages Assistant General Manager and the Activities Office Manager.
8. May be required to form a committee to review the By-Laws or SOP's for improvements or recommended changes. The committee would typically be the Captain, Co-Captain, Policies and Procedures Administrator, and another selected by the Captain, if desired.

OTHER RESPONSIBILITIES

1. Maintain an electronic file with a back-up flash drive for all documents.

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2. Provide the Web Administrator updated copies of the SOP's and By Laws whenever changes are made.
3. Provide the Web Administrator updated copies of Board of Directors Job Descriptions, relevant forms, and Committee Chair Job Descriptions, for posting on the website.
4. Update this Job Description at the end of each year, as needed.