

SUNSHINE CHAIR JOB DESCRIPTION

Revised 09-20-22

A. REFERENCES:

By-Laws – Article IX – Section 2e
SOP's – Section A, 5a

B. GENERAL INFORMATION:

1. The Sunshine Chair may be appointed by the Captain and is a part of a standing committee, per the Villages Women's 18-Hole Golf Association By-Laws.

C. SUNSHINE CHAIR DUTIES

1. The Sunshine Chair will send cards and / or flowers to ill 18-Hole Members and Associates.
2. If a member is hospitalized for more than a few days, flowers or a plant should be delivered to either the hospital or home.
3. A monetary donation of \$25 will be sent to the VMA or EVF when an 18-Hole Member, Associate or their Spouse is deceased.
 - a. The Sunshine Chair will fill out the designated form for the VMA or EVF and send it to the Treasurer. The Treasurer will write a check in honor of the deceased and send it to either VMA or EVF.
 - b. The Sunshine Chair will send a card to the surviving spouse or family to let them know a donation to VMA or EVF was made in honor of the deceased.
4. The Sunshine Chair will keep a record of expenditures and submit a detailed report to the Treasurer and to the Captain to be used as a basis for next year's budget allocations.

D. ADDITIONAL RESPONSIBILITY

1. Update this Job Description at the end of the year, as required. Give one copy to the Captain with your Final Report and one copy to the Policies and Procedures Administrator for record keeping.