

CAPTAIN'S JOB DESCRIPTION

Revised 11-20-23

REFERENCES:

- **By-Laws & SOP's** for The Villages Women's 18-Hole Golf Association
- **Captains Calendar Checklist**

DUTIES:

1. In addition to the references listed, the Captain must be familiar with the BY-LAWS, and SOP's, as well as the Job Descriptions for all positions.
2. At the beginning of the year, the Captain will conduct a Study Session for the new Board members to acquaint them with the By-Laws and SOP's.
3. The Captain has the ultimate responsibility to ensure that all planned events are advertised and executed as scheduled.
4. As stated in the references, she shall:
 - a. Preside at all of the Board and General Meetings.
 - b. Announce and/or email blasts all upcoming events ie Guest days and tournaments as listed in the handbook
 - c. Appoint all committee chairmen, special committees not serving under other Directors or standing committees
 - d. Serve as an ex-officio member of all committees.
 - e. Recommend a representative from the 18-Hole Association to the Villages Golf Committee. (VGC)
 - f. Supervise the maintenance of the Golf Association bulletin board and website
 - g. Perform any other duties necessary to the functioning of this office
 - h. Maintain a current email communication list
 - i. Safeguard any Club jewelry (Captain's Bells and/or V pendants) until awarded.
 - j. Safeguard the Equipment Cage keys and assist members in equipment uses.
5. Hole-In-One Responsibilities
 - a. The Captain will keep a list of all Hole-in-Ones.
 - b. If the player cannot submit the NCGA on-line form, the Captain will provide assistance to the member or provide a paper copy for the player to fill out the required information. When the Captain receives the paper copy from the player, she will fill out the on-line form and submit it to NCGA for recognition.
 - c. The Captain may also contact the Mercury News.
 - d. The Captain notifies the Treasurer of the Hole-In-One and authorizes the award expenditure.

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- e. The Captain will recognize all Hole-in-One achievers at the annual Village Challenge and Hole-in-One party.
6. At the end of the year, she shall:
- a. Update this Job Description.
 - b. Prepare a report of her year in office, with recommendations.
 - c. Complete, organize, and post on the website in the Captain's section, all pertinent materials.
 - d. Assist the incoming Captain as advisable.

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CAPTAIN'S CALENDAR CHECKLIST

GENERAL INFORMATION:

Communication of the big picture is the Captain's primary job! Setting goals with the Board and communicating goals and direction to the membership is a key responsibility.

VGC Meetings are the first Friday of each month. Our representative gives a VGC report at our monthly Board meetings.

BOD meetings: Preferably pick up the key to the room on the Friday before the meeting because the Activities Office does not open until 8:30 AM on Monday.

JANUARY:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Establish goals for the year through suggestions, ideas, issues and priorities from the Board to be considered for the year
- Confirm roster of chairs for various committees and events and recruit for vacancies
- Complete any unfinished business from previous year
- Distribute Handbook starting first Thursday Playday
- Distribute this year's first draft Budget to the Board (it will be discussed and approved in February before presenting it to the Membership at the General Meeting in March)
- Support the charity chosen by the committee.
- Support programs to fulfill our commitment to promote youth golf.
- Obtain the new roster and use it to update the e-mail communications list (add new members, remove members who have left, update e-mail addresses that have changed)
- Encourage Team Play Captains to meet with the Club House Events Manager to plan Team Play food at the Villages
- Do inventory of all awards, i.e. Birdie pins, Plaques, Medallions, etc.

FEBRUARY:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Co-Captain or Invitational Chair will begin Invitational Committee meetings once a month and report progress to Board
- Discuss Budget and adjustments, if needed, and get Board approval prior to presenting at the March General Meeting.
- Begin preparations for the NCGA Open day at the Villages, if applicable.
- Prepare agenda and Board presentations for the March General Meeting

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MARCH:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Chair the General Meeting. Membership votes on any By-Laws changes
- Remind membership of shotgun changes after time change
- Remind Hospitality Chair of Guest Day and announce date

APRIL:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Work with Open Day Chair if assistance is needed for the Open Day, when applicable

MAY:

- Confirm plans for Handicap Tournament through the month of May
- Blast Invitational materials and provide printed copies in the Posting Room.
- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Confirm plans for any Team Play in June

JUNE:

- Confirm plans for Team Play in July or August
- Request that Ringer and Partnership EC chairs post a mid-season results update
- Remind Hospitality Chair of upcoming guest day

JULY:

- Confirm plans for the M & M Tournament
- Recruit nominating committee (one current board member + two non-board members)
- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Remind members of Wednesday play day due to the Men's Invitational
- Evaluate Sweep's budget; make changes in payouts if needed
- Remind Hospitality Chair of Guest Day
- Prepare agenda and Board presentations for the General Meeting in August

AUGUST:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- General Meeting. Membership votes on any By-Laws changes
- Elect the Nominating Committee at the General Meeting
- Confirm plans for Championship Tournament in September
- Confirm plans for the Village Challenge play.

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- Establish Calendar for the following year. Confirm dates with the Director of Golf and Board.
 - For the following year, confirm dates for Team Play days and reserve the dates for golf with the Pro Shop and the food with the Clubhouse Manager of Events.
 - Go to the Resident's Portal to reserve meeting rooms for the following year. The following year's Captain should assist you in preparing the calendar
 - Receive e-mail from the Clubhouse Manager of Events to reserve rooms needed for all activities and events. The following year's Captain should assist you in preparing the calendar

SEPTEMBER:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Check progress of Nominating Committee
- Remind members of Most Outstanding Service Award nomination; and make nomination forms available

OCTOBER:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Communicate and post nominees for upcoming year's Board of Directors by mid October.
- Do inventory of all awards, i.e. Birdie pins, Plaques, Medallions, etc.
- Prepare agenda and Board presentations for the General Meeting in November

NOVEMBER:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Host General Meeting. Membership votes on any By-Laws changes.
- Nominations and election of Board for next year
- Winners: Partnership Ec., and Ringer are announced after the General Meeting or at the Holiday luncheon, if not available at the General Meeting.
- Membership notification goes out the first week in November for any changes
- Assist the Membership Chair to communicate and circulate our current roster—looking for changes of membership status, address, phone number, or e-mail address
- Budget committee meets (Captain, Co-captain, Treasurer) to review the year's expenses and income for the proposed budget for the new year
- Continue to remind members of Most Outstanding Service Award nomination until nominations close
- Choose a selection committee to decide the winner of the Most Outstanding Service Award (Preferably, three previous recipients of the Award, per SOP's)
- Help Co-Captain and Handbook Editor finalize the Handbook and information

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- Announce plans for Holiday Luncheon

DECEMBER:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Holiday Luncheon and Installation of new officers
- Awards: Low Putts, Captain's Trophy, Most Improved; Most Birdies, Ringer and EC, if not done in November.
- Outstanding Service Award
- Check progress of Handbook for distribution in January
- Hold a Joint Board Meeting to review the year
- Update the Captain's binder, the Captain's Job Description and prepare an end-of-the-year-report
- Clean out e-mail files to remove outdated, sensitive, and/or unnecessary e-mails
- Arrange for gifts to Pro Shop and appropriate staff members
- Captain's Gifts for Board members, optional