

CO-CAPTAIN'S JOB DESCRIPTION

Revised 11-25-23

REFERENCES:

- **By-Laws & SOP's** for The Villages Women's 18-Hole Golf Association
- **SOP's - Item 10 Invitational**
- **Captains Calendar Checklist (reference only)**

GENERAL

1. The Co-Captain must be familiar with the BY-LAWS, and SOP's, as well as her Job Description and the Job Description of the Captain.

DUTIES

1. The Co-Captain shall:
 - a. Act in the absence of the Captain.
 - b. Assist the Captain in her regular duties.
 - c. Act as the Chair of the Invitational or appoint an Invitational Chair to act in her stead.
 - d. Follow the Invitational guidelines as outlined in the SOP's, Item 10. Attend all Invitational Committee Meetings.
 - e. Assist the Captain in planning the Association's Calendar for the succeeding year:
 - 1) Arrange Tournament dates, Team Play dates, etc.
 - 2) Reserve facilities as needed
 - 3) Submit the Calendar as requested by the Activities Department and the Club House Manager in order to reserve facilities.
 - 4) Coordinate the Golf calendar with the Golf Course Superintendent and the Head Golf Professional.
 - f. Provide updated information as required for the "Handbook". Meet with the Handbook Chairperson to proofread the book prior to printing.
 - g. Be responsible for presenting the Captain's "Bell" to the outgoing Captain at the Installation luncheon in December.
 - h. Meet with the Treasurer and Captain to prepare the budget for the coming year.
 - i. Meet with the incoming Co-Captain in December.
 - 1) Provide her with updated Invitational binders collected from each

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- committee chair.
- 2) Review all information about the Co-Captain's duties so she can begin her job in January with a clear understanding of her responsibilities.
 - 3) Acquaint her with the dates that have been set up for her Invitational Meetings and brief her on the procedure for getting the keys.
- j. Perform any other duties necessary to the functioning of this office.
2. End of Term:
- a. Update this Job Description and provide a copy to the Policies and Procedures Administrator and the Captain.
 - b. Prepare a report of your year in office with recommendations to the incoming Co-Captain.
 - c. Complete, organize, and turn over to your successor, the Co-Captain's Binder and all other pertinent materials.
 - d. Assist the incoming Co-Captain, as needed.

REFERENCE ONLY

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

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- 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

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

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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.
- 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

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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
- 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