

CAPTAIN'S JOB DESCRIPTION

Revised 11-05-25

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, it is the responsibility of the Captain to remind all board members to review and get acquainted with the By-laws and SOPs.
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 blast all upcoming events, i.e., Guest days and tournaments as listed in the handbook.
 - c. Appoint all committee chairs, 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 notifies the Treasurer of the Hole-In-One and authorizes the award expenditure.
 - d. The Captain will recognize all Hole-in-One achievers at the annual Village Challenge

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and Hole-in-One party.

6. At the end of the year, she shall:
 - a. Update this Job Description.
 - b. 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: Our representative gives a VGC report at our monthly Board meetings.

BOD Meetings: Pick up the key to the meeting room from Recreations Services in building D.

Monthly Birthday List: At the beginning of each month send in your email blast, the list of members and associate members that are having a birthday for the current month.

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
- Complete any unfinished business from previous year
- 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)
- Do inventory of all awards, i.e., Birdie pins, Plaques, Medallions, etc.
- Co-Captain or Invitational Chair will begin Invitational Committee meetings once a month and report progress to Board

FEBRUARY:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- 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
- Remind membership of time change

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

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- 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:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Confirm plans for Handicap Tournament through the month of May
- Blast Invitational materials
- Confirm plans for any Team Play in June
- Remind Hospitality Chair of upcoming guest day

JUNE:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- Confirm plans for Team Play in July or August
- Request that Ringer and Partnership EC chairs post a mid-season results update

JULY:

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

AUGUST:

- Review the handbook and announce all upcoming events at the luncheon and/or by email blast
- 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 banquet room with the Clubhouse Manager of Events
- Attend the Master Calendar Meeting with Recreation Services and Clubhouse Event Manager (Co-Captain should also attend) to get the information needed to reserve meeting room, Gazebo Park, Thursday Lunches, what's needed for the Invitational, etc., for the following year. The co-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
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- Remind members of Most Outstanding Service Award nomination; and make nomination forms available
- Remind Hospitality Chair of Guest Day and announce date

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
- Announce plans for Holiday Luncheon
- Talk to Webmaster about sending out an online menu and online choice selections for the 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
 - Update the Captain's Job Description
 - Clean out e-mail files to remove outdated, sensitive, and/or unnecessary e-mails
 - Arrange for gifts to Pro Shop and appropriate staff members – work with Treasurer
 - Captain's Gifts for Board members, optional
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