

CO-CAPTAIN'S JOB DESCRIPTION

Revised 11-07-25

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 Recreation Department and the Club House Manager 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.

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- 1) Provide her with updated Invitational binders collected from each 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. Confirm roster of chairs for committees and events for inclusion in the Handbook.
 - c. Monitor distribution of the Handbook at the December Installation Luncheon.
 - d. Assist the incoming Co-Captain, as needed.

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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: 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

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- 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
- 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

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- 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 is 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

- 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

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- Choose a selection committee to decide the winner of the Most Outstanding Service Award (Preferably, three previous recipients of the Award, per SOPs)
- 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