

SWGA Vice President Responsibilities

Throughout the Year:

- Attend all Board Meetings and review meeting minutes for accuracy.
- Gain a thorough understanding of the SWGA “Constitution” and “Standing Rules”.
- Assume the duties of the President in her absence or in the event of her resignation.
- Assist the President as needed.

Before Tournament and League Play Begins:

- Coordinate Membership Drive activities, culminating in the **Registration and Informational Membership Meeting**.
 - Prior to the **Registration and Informational Membership Meeting**, schedule 2 days of lunch hour Membership Blitz’s at the SNL cafeteria. A schedule is sent out to the Board to sign up for time slots at the cafeteria. SWGA membership and information packets are prepared and distributed to interested people. Determine whether there is budget money available to purchase a few dozen cookies for the Blitz as an attention getter.
 - Submit a short blurb about the Membership Drive, Blitz, and **Registration and Informational Membership Meeting** to the SNL Daily News to promote SWGA.
- Plan the **Registration and Informational Membership Meeting**.
 - With President and Board, determine the date for the **Registration and Informational Membership Meeting** (usually late February or early March).
 - Reserve a location for the **Registration and Informational Membership Meeting**. In past years, Manzano Mesa Community Center has accommodated SWGA. The room is reserved (at no charge).
 - Work with President to compile an agenda.
 - Create flyers to distribute, announcing the meeting. Ask SWGA members to post the flyers within their departments.
 - Send email to prior year’s SWGA members announcing the meeting.
 - Coordinate who will assemble information packets.
 - Budget: The SWGA Treasury will fund the event.
 - Food/Snack menu is at the discretion of the VP. Attendance averages 30-50 people.
 - Door Prizes: There is a budget for a few door prizes. Gift certificates from Golf Mart, City Golf courses are favorite door prizes. The VP is responsible for purchasing all door prizes for this event.
- Oversee the logistics of the **Registration and Informational Membership Meeting**. President presides over the meeting.
 - Pass out raffle tickets for door prizes.
 - Present door prizes.
 - Set-up the room (bring microphone if needed).
 - Clean-up of the room.

After Tournament and League Play Ends:

- Plan the **End-of-Year Membership Meeting/Banquet**
 - Together with the President and Board, agree on a date for the Meeting/Banquet (usually late September/early October).

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- Reserve a location for the Meeting/Banquet, Location is at the discretion of the VP. Find an affordable venue that can accommodate 60+ people. Rewards and recognition are distributed, so the facility should acoustically accommodate the presentations.
- Work with the Treasurer to determine what portion of the dinner is funded by SWGA.
- Determine how much Members/Guests are charged for the dinner.
- Prepare and email an invitation to SWGA members.
- Door Prizes: The SWGA Treasury will fund the door prizes for the event. The VP is responsible for purchasing all door prizes for the meeting/banquet
- Compile an agenda.
- Oversee the ***End-of-Year Membership Meeting/Banquet*** and present door prizes.
- Oversee the logistics of the ***End-of-Year Membership Meeting/Banquet***. President presides over the meeting.
 - Pass out raffle tickets for door prizes
 - Present door prizes
 - Set-up the room (bring microphone if needed)
 - Clean-up of the room