

DORSET LADIES' COUNTY GOLF ASSOCIATION

JOB DESCRIPTION

COUNTY VICE CAPTAIN

GENERAL

The County Vice-Captain is responsible for supporting the County Captain.

She must also have the ability to communicate effectively and efficiently with all members.

She will chair Delegates and Executive Meetings in the absence of the County Captain and the President

Travel to events involving Dorset is favourable. In the event of not being able to travel to the occasional meeting it is the responsibility of the Vice-Captain in conjunction with the County Captain to delegate someone to act as substitute. Travelling expenses at the current agreed rate are paid by the County Association.

The Vice-Captain must be a full member of the Dorset Ladies County Golf Association.

DUTIES

- Attend the Annual General Meeting, Executive and Committee Meetings of the Association. At present there are four meetings of the Executive and three meetings of the Committee each year in approximately mid-February, late July and late November with the AGM being in October.
- Assist and support the Captain with her duties.
- Become knowledgeable about the running of the County
- Attend executive committee and delegates meetings .
- Support the first, second and senior teams .
- Support Junior Dorset Girls
- Attend and support the committee at county events.
- Support junior events when possible
- Attend and support inter counties week
- Promote DLPGA
- Prepare for Captains year.

- Keep an accurate record of trophies awarded/issued. (a data base is in place for this purpose)
- Ensure all engraving is complete for the appropriate presentation
- Purchase competition prizes accordingly throughout the season