**Men’s and Ladies Vice Captain’s Terms of Reference**

**Key Purposes**

To prepare for your year in office and learn more about your roles and responsibilities in your year as Captain

**Vice-Captains Specific Responsibilities**

At Turkey Supper respond with thanks for your nomination;

Select venues and agree dates in the fixture list with Competitions and Handicap for the members Weekend (Sunday Driver) and Day Out or Exchange day golf events in your year of office;

“Agree” fixture list for your year with the Competitions and Handicap Team;

Working together identify a “Social Organiser” and agree the Social Calendar for your year as Captains, avoid Social Events clashing with major Club Golf Competitions;

Put in place a small group(s) to help manage club socials and support you with other events during your year;

Together with the incoming President and Junior Captain, well before the AGM, arrange to obtain, if appropriate your Club blazer, and have photographs taken for display in the Clubhouse;

At AGM respond with thanks to your nomination by Senior Past Captain and election by the members to the post of Vice Captain;

Buy a drink for members attending the AGM to celebrate your appointment;

Together with the current President and immediate Past President select the President for your year of office, in accordance with Bye Law 10;

In your year as, Vice-Captain attend as many Club Socials as possible;

Arrange for raffle prizes to be provided at Club Socials;