

RESPONSIBILITIES of the ***1st Vice President***

Must be a member of the Ocean Hills Golf Club

1. Have a working knowledge of the following:
 - Charter and By-laws
 - Golf Club Local Rules for Tournaments played at OHCC
 - Supplement to the Local Rules
 - Specific Instructions for Tournaments played at OHCC
2. Fulfill the following specific requirements:
 - In the absence of the President fulfill timely responsibilities of the office of President.
 - Examines the books and records of the Club quarterly to ascertain they are in conformance with the Charter and By-laws of the Club.
3. By assignment of the President, be the Tournament Coordinator for all Tournaments played at Ocean Hills.
4. Attend all Board of Directors and General Membership Meetings. If unable to do so, notify the President in advance of the meeting.
5. Participate as a member of the Rules Committee, to investigate reported alleged violations of the OHGC Local Rules for Tournaments played at OHCC.

IMPLEMENTATION

1. PRESIDENT ABSENT
 - Obtain a current copy of the Position Description for the office of President.
2. TOURNAMENT COORDINATOR
 - Work closely with all Tournament Chairpersons to verify that all Tournaments are being planned and subsequently executed in conformance with the Local Rules, Supplement to the Local Rules, and the applicable Specific Tournament Instruction