

GOLF TOURNAMENT CHAIR

The responsibilities of the Golf Tournament Chair shall be as follows:

- Researches and proposes date and tournament venue to Board of Directors
- Secures venue as far in advance of the tournament as is reasonably possible
- Negotiates event contract with golf course for approval by Board of Directors and execution by the President
- Develops and proposes tournament budget to the Board of Directors in cooperation with the Treasurer
- Forms tournament planning committee, establishes meeting schedule, prepares agendas, and tracks action items of committee members
- Oversees design and distribution of tournament related publications
- Announces tournament activities and solicit participation at monthly luncheons
- Identifies potential sponsorship opportunities and solicit sponsors
- Tracks event expenses as they are incurred and coordinate with Treasurer
- Coordinates event logistics such as registration, raffle prizes, golf prizes, trophies, volunteer recruitment, and set-up
- Prepares post event summary for Board of Directors and article for e-newsletter and Chapter website