



## **Job Description – Golf Committee Chairperson**

Reporting to: Executive Committee  
Working with: Golf Committee Sponsorship Rep(s), Golf Committee Venue Liaison, Website Committee Communications Rep, Website Committee Newsletter Rep  
Term: January – December

### **Job Function:**

The main job function of the Golf Committee Chairperson is to coordinate and aid with the functions of the Golf Committee Sponsorship Reps and Golf Committee Venue Liaison. Additionally the Golf Committee Chairperson is responsible for the reporting of committee activities and financials of the golf tournament.

### **Job Responsibilities:**

- Attend meetings with the Chapter Executive to report committee activities
- Report post event cost analysis to the Chapter Executive
- Organize and Chair Golf Committee meetings
- Regularly communicate with the Golf Committee Venue Liaison to ensure venue selection is on schedule with proposed event
- Regularly communicate with the Golf Committee Sponsorship Reps to ensure sponsorship opportunities are on schedule with the proposed event
- Communicate with the Website Committee Communications Rep to gauge event attendance and capacity
- Communicate plaque sponsorship participation to the Chapter Treasurer, so plaque sponsorship funds may be allocated to the proper accounts
- Communicate with the Website Committee Newsletter Rep so appropriate event status (attendance / sponsorship availability) is reported to the membership.
- Report costs to the Chapter Treasurer, so approved expenses can be paid
- Review and update associated job descriptions on a semi annually basis

Created: December 2007

Revised: