



## **Job Description – Golf Committee Sponsorship Liaison**

Reporting to: Golf Committee Chair  
Working with: Golf Committee Venue Liaison, Website Committee Newsletter Rep, and Website Committee Communications Rep.  
Term: January – December

### **Job Function:**

The main job function of the Golf Committee Sponsorship Liaison is to market golf tournament sponsorship opportunities. Additionally the Sponsorship Liaison will communicate with chapter plaque sponsors, in regards to their one inclusive golf tournament admission and one hole sign.

### **Job Responsibilities:**

- Attend meetings with Golf Committee to report progress of sold sponsorships and collected donations
- Promote and market sponsorship opportunities for the annual golf tournament, including:
  - Prize donations
  - Tiered sponsorship (Platinum, Gold, Silver, etc)
- Coordinate required supporting / endorsement literature from the chosen charity, for distribution to potential event sponsors
- Coordinate the pickup / delivery of:
  - Donated prizes
  - Promotional sponsorship material
  - Monies (to the Golf Committee Chair)
- Coordinate the packing of the participant appreciation bags
- Report sold sponsorships to the Website Committee Newsletter Rep for flyer updates
- Communicate progress with the Golf Committee Venue Liaison
- Coordinate and order the required signage for event sponsors
- Coordinate pickup / delivery of event signage to the venue golf professional or chief grounds keeper
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Chair for processing

Created: December 2007

Revised: