



Job Description – Golf Committee Venue Liaison

Reporting to: Golf Committee Chair Person
Working with: Golf Committee Sponsorship Reps, Website Chairperson, Website Newsletter Rep
Term: January – December 2008

Job Function:

The main job function of the Golf Committee Venue Liaison is to liaise with the chosen / prospective golf tournament venue(s) for the purpose of venue and menu selections and planning and execution of all golf related activities pertaining to the venue of the annual golf tournament.

Job Responsibilities:

- Source acceptable golf venues for annual golf tournament, ensuring the venue offers a quality product and menu items while financially reasonable
- Attend meetings with Golf Committee to report progress and select venue
- Propose venues to Golf Committee
- Propose food and beverage items to Golf Committee
- Costing / quoting of all aspects of venue for annual golf tournament
- Establish main contacts from venue, such as:
 - Club professional
 - Food and beverage manager
 - Chief grounds keeper
- Coordinate required contracts from venue
- Book time and date of golf tournament, once approved by the Golf Committee
- Coordinate placement of signage for hole sponsors and speciality hole sponsors with club professional and / or chief groundskeeper
- Communicate details of event to newsletter representative of the Website Committee
- Identify logistics with the club professional, in regards to:
 - Registration
 - Parking
 - Breakfast / Lunch / and / or Dinner service and or seating
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Treasurer for processing

Created: December 2007

Revised: