HERON LAKES WOMEN'S 18-HOLE GOLF CLUB

JOB DESCRIPTION

SPECIAL EVENT CHAIRS

FUN DAY, 9-HOLE INVITATIONAL, WELCOME BACK LUNCHEON,

CHRISTMAS PARTY, HOME AND HOME, ETC.

1. The Chair is assigned by the President for a scheduled special event.
2. The date, time, and room reservations will be provided by the President or Vice President according to the Calendar of Events.
3. A month before the event, the Chair will choose a committee. They will determine a decoration and/or food theme, menu, caterer, or other food service. The Chair will work closely with the Social Chair on supplies and room set-up.
4. A budget and ticket price will be decided with the Social Chair. The event must be self-supporting.
5. The Chair will assign jobs to the committee as needed. Decisions on the 50/50, mulligans, magic putts, game, door prizes, program, and event poster (to include date, time, location, ticket price, to whom checks are written, where to put checks) will be made by the committee. Prize money distributions will be decided with the assistance of the Pro Shop staff.
6. The event poster and sign-up sheet with deadlines will be posted on our Club bulletin board well in advance of the event. If the event involves either members of the Heron Lakes Ladies 9-Hole Golf League or Coyote Run Women's Golf Association, the invitation and information will be posted also on their bulletin board.
7. The Chair will arrange with the Photography Chair to take pictures of the event and winners for use by the Publicity Chair in LW News articles and on our Club website.
8. The Chair will moderate the program. The Pro Shop staff will announce winners, prize monies, and record placings on the tournament score board.
9. The cleanup will be by the committee and must be completed in a timely manner based on the room reservations.
10. The Treasurer will collect checks and pay all bills based on submitted receipts.
11. The Chair will provide a summary report of all finances and details to the Social Chair and President.