

GOLF COMMITTEE MANAGER

First Draft April, 2009

I. OBJECTIVES AND RESPONSIBILITIES

- A. The Golf Committee Manager is responsible for planning and executing the annual chapter golf tournament.
- B. The objective of the annual golf tournament is to raise funds for the chapter based on the profit planned in the annual budget.
- C. The major responsibilities are planning committee activities, marketing the tournament (including website), managing tournament logistics and controlling tournament finances.

II. ORGANIZATION

The Golf Committee Manager reports to the Vice President – Marketing and Professional Outreach.

III. GUIDELINES

- A. Meet with former Golf Committee Manager to obtain prior year records, and to discuss duties and responsibilities.
- B. Meet with Vice President – Marketing and Professional Outreach to review budget and BOD objectives for tournament.
- C. Submit committee meeting minutes to Vice President – Marketing and Professional Outreach.
- D. Submit monthly committee report.

IV. PROCEDURES

- A. Recruit a minimum of six committee members; establish meeting schedule and location.
- B. Review tournament budget; develop financial plan and tournament fee structure.
- C. Finalize Planning Worksheet (Attachment A) tasks; assign responsibilities.
- D. Select tournament date options.
- E. Research courses; obtain proposals.
- F. Select course; negotiate contract; submit to President for signature.
- G. Launch and test website, registration process and database.
- H. Develop marketing plan; produce flyers, posters and slide show.
- I. Compile list of potential sponsors and players (companies and individuals).
- J. Draft Call Script and make call assignments.
- K. Finalize catering.
- L. Design course signage and plan production.
- M. Plan tournament contests and prize needs.
- N. Maintain Sponsor/Player/Donor spreadsheet (Attachment B) of potential, committed and paid participants.
- O. Plan onsite registration process and team.
- P. Finalize Tournament Logistics Checklist (Attachment C).
- Q. Compile donated prizes; purchase needed additional prizes.
- R. Stuff “goody bags”; prepare for tournament day.
- S. Manage tournament day logistics and award banquet.
- T. Collect any outstanding receivables; prepare final financial report.
- U. Provide input for next year’s golf budget, and recommendations for tournament planning.

V. ATTACHMENTS

- A. Tournament Planning Worksheet
- B. Sponsor/Player/Donor Spreadsheet
- C. Tournament Logistics Checklist

