

EWGA GTA Board Chair Description

Position Name: Events Co-Chair (2 positions – alternating years)

Position Description:

Plan, schedule and select courses for weekend play preferably 6-8 events which include Season Open Kickoff and Year-End Close and other special events such as a possible weekend getaway (overnight event). Liaise with other committees – Weekday Ladies, Charity, Chapter Championship, Border Cup.

Responsibilities:

- Plan, schedule and coordinate weekend golf schedule and liaise with Weekday Coordinator to make sure there are no conflicts between day and weekend calendars and be familiar of all calendar event dates – MTM, day events including “special” events.
- Liaise with course management and negotiate pricing for events (walking, carting, or set pricing)
- Prepare event pricing and request cheque for any required event deposit and liaise with the Treasurer, and finalize event costing and submit expenses to the Treasurer
- Prepare write-ups for online and manual posting and liaise with Bond and Webmaster
- Prepare pairings for event and send out welcome e-mail to registered participants with pairings and event day details
- Coordinate car pooling to courses if needed
- Purchase giveaways for events, i.e. water, snacks etc.
- Purchase prizes for weekend events
- Obtain volunteers for events
- Send thank you letter to courses after each event
- Make sure everyone has FUN participating in events