

## EWGA GTA Board Chair Description

Position Name: Events Co-Chair – Special Events

Position Description:

Plan, schedule and select courses for weekend play approximately 2 times per month.

Responsibilities:

- Coordinate and work closely with Event Co-Chair – Special Events.
- Plan, schedule and coordinate weekend golf schedule and make sure there are no conflicts between day and weekend calendars.
- 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/or final event payment 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 with weekday events coordinators.
- Purchase giveaways for events, i.e. water, snacks etc.
- Draft content for bi-weekly Newsflash for weekend events and weekday events.

General Information

EWGA GTA Chapter is a volunteer led association. Participating on the Board of Directors is an exciting way to become actively involved in our organization. Board members will gain valuable leadership experiences and support the mission of the EWGA.

The Board of Directors has the fiduciary responsibility of the organization and makes decisions on behalf of the EWGA GTA Chapter members. The following are requirements for Board membership:

1. To be a member in good standing of the EWGA GTA Chapter
2. Attend and actively participate at monthly Board meetings
3. Make decisions in the best interests of the members of the EWGA GTA Chapter at the forefront
4. Recruit and welcome new members and potential members
5. Work with the outgoing Chair to transition knowledge and receive mentoring
6. Establish and maintain relationships with appropriate individuals and organizations
7. Build partnerships that will help EWGA GTA Chapter grow.

Expectations

1. Attend monthly Board meetings throughout the calendar year
2. Participate actively on the Board taking the greater needs of members into consideration in decision-making

### Transition Period

New Board members will be announced at the year end event. Both incoming and outgoing Board members will attend Board meetings and strategic planning meetings from then until the end of December. They should work collaboratively with the outgoing Board member to begin implementation of their portfolio and to learn about their role on the Board.

New Board members officially assume their roles as of January 1 of their incoming year. They will then have voting rights and be responsible for their portfolio. Outgoing Board member terms end on December 31<sup>st</sup>.