

JOB DESCRIPTION

CHAIRMAN CHARITY TOURNAMENT COMMITTEE

FUNCTION: To give Direction to, Administrate and Organize the Country Meadows Senior Men's Charity Golf Tournament.

DUTIES AND RESPONSIBILITIES.

1. Member of the Executive Committee.
2. Liaison with Country Meadows re Charity Tournament.
3. Liaison with Country Meadows Ladies Club re Charity Tournament.
4. Recruit and supervise Charity Tournament Committee Chairmen.
5. Liaison with BC Prostate Cancer Research Clinic.
6. Annual review of Mini-Bio details and expectations of Charity's various sub-committees.
7. Study the Club's Policy Manual to have knowledge of the Club's policies, paying particular attention to policies that impact directly on your area of responsibility.

MINI BIO'S CHARITY POSITIONS.

(See attached)

TIME TABLE OF EVENTS AND DUTIES:

September:

1. Set date of next years Tournament.
2. Review all operations of Tournament just held.
3. Recruit Chairmen for next years Tournament.
4. Establish estimate of donation to Prostate Cancer.
5. See to the payment of all bills. _

October

1. Hold first meeting of new Tournament Committee.
2. Review Job descriptions with new sub-chairmen.
3. Review Tournament Registration Forms.
4. Mail out thank-you letters. Send list of donors to B.C. Cancer Foundation for mailing out of Income Tax receipts.
5. Luncheon. (Captain, Charity Chair, Loyd McNicol) to present Dr. Marianne Sadar with the final cheque.

November

1. Make a plan to seek out new corporate donors.
2. Design a presentation brochure for solicitation of Corporation donors.
3. Using last year's information make a plan to approach contributing Corporations to continue.
4. Plan what sub-committee adjustments may be necessary.
5. Treasurer to start budget preparations.

January/February

1. Continue with activities to seek out Corporate donors.
2. Start work on Flag and Tee Box sales.
3. Finalize Raffle sub-committee plan for the year.
4. Computer generate the material required such as solicitation letters, entry forms tee box sales, donations, hole-in-ones, membership donations, and thank you letters.
5. Finalize confirmation of date of event and cost of catering with Country Meadows.

March

1. Encourage our own members to play and sign up early for themselves or for groups.
2. Seek out local firms for cash donations or other forms of cash contributions.
3. Coordinate the activities of the membership in soliciting prizes from local firms.
4. Raffle committee ready to sell tickets at planned list of Senior's golf days.
5. Entries and Registration should be ready to start accepting entries.
5. Organize team to get everyone registered quickly and in a timely manner.
Review with draws and listing Chairman for best format.
6. Compile a complete list of all prizes and donations collected with complete address and phone numbers along with the members name who collected the prize or donation.
Treasurer to photocopy all cheques in preparation for tax receipts.

April

1. Start coordinating the activities of our members in soliciting prizes from firms with whom they may be familiar.

May

1. Contact Ladies Club to request their help in prize and donation collecting and to participate as players.
2. All sub-committees should be in full operation and reporting progress and assistance required at monthly meetings.

June

1. All committees to continue to do their jobs especially those in the sponsorship, Fund raising and prize collection.

July

1. First major push for membership donations.

August

1. Second major push for membership donations and prizes.
2. Work with Printing and signs Chairman to arrange for signage for all tee box, holes-in-one, sponsors, KP's Long drive, etc, at the event.
3. Publicity Chairman – print, radio, T.V., and other means to attract players and donations.
4. Final meeting and check list for the event.
5. Arrange for volunteers for all venues.
6. Work with committees to finalize catering, order of events, prize sorting transportation, hole positions, tables & chairs, parking check-in, room set up, pitch & putt, score keeping auctions, MC, prize displays, raffles, et.
7. Phone follow-up by phoning committee.