

SUNLAND SPRINGS VILLAGE COUPLES GOLF BOARD OF DIRECTORS
Special Events Couple Job Description
March 2024

- 1) The Special Events Couple attends Board meetings and contributes to the policy development and decision making process.
- 2) The Special Events Couple are responsible to plan, organize and operate all aspects of the Couples Golf dance, or any other specials events the Board may decide to undertake.
- 3) Works with the Board to establish the dance dates which are normally in February or March. Note: the dates need to be applied for well in advance during a meeting with the HOA Lifestyle and Office Coordinators. Couples golf is represented by the President Couple at this meeting.
- 4) Subject to Board approval and as soon after the date of the dance has been established with the Lifestyle and Office Coordinators books a band, negotiates fees and a contract with the band. Since these contracts are established well in advance, follows up with the band throughout the year to ensure there are no changes.
- 5) Make all arrangements for the dance – ticket printing, flyers, provide information to the Secretary Couple for inclusion in Voice Articles, liaison with band, arrange for workers during the dance and for set-up/clean-up etc.
- 6) Subject to agreement with the Lifestyle and Office Coordinators, sell tables to Couples Golf members in advance of HOA Activity Office ticket sales. Turn over ticket sale cash to the Treasurer Couple for banking.
- 7) Turn over unsold tickets, table map, table/ticket information sheets and Publicity Request Form to the HOA 6 weeks prior to the dance.
- 8) Day before dance pick up remaining tickets, table map and table/ticket information from HOA.
- 9) Collect check from HOA for tickets they sold, turn over to Treasurer Couple
- 10) Provide a written report to the Board regarding the dance.
- 11) Pick up game results from pro shop. Announce game results at social.
- 12) Maintain custody of all Special Events Couple information received from previous administrations. Pass these records, including the current Board's additions, to the incoming Special Events Couple.
- 13) Perform such other duties, as agreed to with the President Couple.