

**SUNLAND SPRINGS VILLAGE COUPLES GOLF  
BOARD OF DIRECTORS  
Tournament Couple Job Description  
March 2018**

- 1) The Tournament Couple attends Board meetings and contributes to the policy development and decision making process.
- 2) The Tournament Couple is responsible to plan, organize and operate all aspects of the Couples Golf Tournament.
- 3) Works with the Board to establish the Tournament and Banquet dates which are normally in March.
- 4) Advise the Pro Shop of the Tournament dates and discuss arrangements with the Pro Shop including any prize assistance they can offer.
- 5) Works with the Board to establish the fees for the Tournament and Banquet and the amount of money the Board will contribute to the operation of the Tournament. Develop a budget for the Tournament. Plan to operate within the budget.
- 6) Make arrangements (date and price) with a caterer for the Tournament Banquet.
- 7) Select a Tournament Committee to assist in the planning and operation of the Tournament. This Committee should be in place by early January.
- 8) Collect all fees for the Tournament and Banquet. Turn over money to the Treasurer Couple for Banking. Provide invoices to the Treasurer Couple for payment or reimbursement of expenses.
- 9) Maintain custody of all Tournament Couple information received from previous Boards. Pass these records, including the current Board's additions, to the incoming Tournament Couple.

10) Manage the hole in one Program jointly with the Treasurer Couple.

11) Perform such other duties, as agreed to with the President Couple.