

**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.