



Golf and NARI Classic Committee

The primary purpose of the Golf and NARI Classic Committee (hereinafter referred to as “The Committee”) is to provide events that develop and nurture member relationships within the Chapter as well as provide a source of revenue to fund the costs of running the 501C 6.

Responsibility of The Board

Liaison:

- represent The Committee at the monthly Board Meetings
- attend every committee meeting
- summarizes The Committee Report each month to bring awareness to the Board on the progress and needs of The Committee
- brings items to the Board for motion and/or vote
- serves as an adjunct committee member - filling in for tasks and duties as needed

Responsibilities of the Committee

Chair:

- set the date, time and location for each meeting
- send out reminders for the meetings
- request a calendar invite for the meetings to be sent by the ED
- record the minutes for each meeting via the Committee Report Form:
 - items include roll call, general discussions, action items and/or assigned tasks, items to be approved by the board, etc.
- assigns tasks and action items to each committee member and assigns due dates to the tasks and action items
- uploads the Committee Report to the appropriate drop box file (per direction from ED)
- assists with general committee member duties as well



Responsibility of The Committee Members:

- develops the program and budget for the current year's events, this includes the rules, processes, catering / menu, awards, etc.
- recruits players/teams for each event
- manages & oversees all volunteers
- solicits members for sponsorships
- collects prizes for Raffles/Contests
- researches the course venues for best location, time, and value (staying within the proposed budget)
- collects and reports on feedback at post event review meeting