



**MPWGA  
Board Position Job Description**

**Reviewed: February 2019**

**Position: Special Events Chair**

**Purpose:**

The Special Events Chair coordinates the following events for the Association: Sadie Hawkins, President's Cup, Member/Guest, Guest Days with SBWGA and SBRWGA, Coyote Classic, Mars vs. Venus, Cancer Tournament, and Club Championship. She provides oversight to the Tournament Chair(s) to simplify event planning and provide continuity.

**Essential Functions:**

1. Recruit a Tournament Chair or Co-Chairs for each of the special events.
2. Oversee each event with the Tournament Chair(s), Treasurer, Social Chair, Weekly Events Chair, Director of Golf, Superintendent of Grounds, and the Vice President (for newspaper articles).
3. Keep a notebook of the necessary planning steps for each event.
4. Prepare an Income & Expense Report after each event for the Treasurer.
5. Compile an after-action report for each event of what went well and what can be improved upon.
6. Actively participate in the annual budget process and maintain accountability for actual expenses associated with this position.
7. Train the person who succeeds you in this position.