



**MPWGA  
Correspondent  
Job Description  
Reviewed: April 2021**

**Position:** Correspondent

**Purpose:** To publish articles in the two local SaddleBrooke community newspapers (SaddleBrooke Progress, SaddleBag Notes) to keep our community informed of the MPWGA events, activities, and charitable fundraisers; to recognize the group or individual accomplishments of its members; to acknowledge and show appreciation to our sponsors; and to honor our event chairs and board members. As word count permits, the articles can be used to show gratitude to our pros, the golf shop staff and the golf course maintenance crew.

**Essential Functions:**

1. Obtain photographs, and past and present information about an event, including any specific information requested by an event chair.
2. Receive photographs and information about a specific Individual's accomplishment, such as a hole-in-one, and contact the individual for detailed information.
3. As a courtesy, event chairs and individuals are shown the article before publication providing an opportunity for changes.