



MPWGA SOCIAL CHAIR - UPDATED 12/6/2022

Position: Social Chair

Purpose: The Social Chair arranges the meals for the various social events for the membership with committee chairs.

Essential Functions:

1. Function as the primary interface with the Food & Beverage staff in arranging meals, seating, and decorations for the membership's business luncheons, awards luncheons, and various dinners.
2. Work with the Tournament Chair(s) for each event to establish the menu, decorations, seating arrangements, special requests and costs. Work closely with Food/Beverage when coordinating the event. Arrange scoring rooms, sponsor tables as needed.
3. Communicate with Sponsorship chair regarding sponsorship participation - find out if projector/screen needed at extra cost
4. Provide final headcount to F/B and arrange seating configuration. Obtain final invoice from F/B. Submit to committee chair for review/approval.
5. Coordinate financial transactions with Food & Beverage staff. Once invoice approved forward to Treasurer for payment. Check is given to F/B or Golf Shop. Day of event or before.
6. Work with the Food & Beverage staff to get the upcoming year's planned events on their calendar.
7. Actively participate in the annual budget process and maintain accountability for actual expenses associated with this position.
8. Train the person who succeeds you in this position