



MPWGA  
Kachina Dolls Captain  
Job Description  
Reviewed May 2021

**Position:** Kachina Dolls Captain

**Purpose:** Encourage MVP members to pay in Kachina Dolls events.  
Coordinate MVP facilities to host one event every three years.

**Essential Functions:**

1. Update Kachina Dolls information on MPWGA website.
2. Inform MVP members of each Kachina Dolls event by advertising in email messages, flyers in restrooms and in the monthly newsletter.
3. Create a sign-up list of players, collect the fee and send the roster to host club for each event.
4. Coordinate with MVP golf professional and banquet manager to schedule and host one event every three years.