



**MPWGA**

**Board Position Job Description**

**Updated: November 2023**

**Position: Weekly Events Chair**

**Purpose:** The Weekly Events Chair coordinates the pairings, flights, scorecards, and winners for all regular weekly Tuesday Play-Day events and Special Events as needed for the Association.

**Essential Functions:**

1. Produce the flights, pairings and scorecards for each Tuesday Play-Day in accordance with the Standing Rules.
2. Perform a detailed review of all Tuesday Play-Day scorecards to ensure accuracy and to determine the Weekly Winners in accordance with that week's game. Post the ESC scores for all players and publish the Winners Sheet on the website.
3. Develop the course schedule and weekly games by working with the Director of Golf, Special Events Chair, and other golf organizations.
4. Track Ace of the Month/Year, Break Pins, Eagles, Holes-in-One, and Closest to the Hole winners and present awards at the next Business meeting. Coordinate the purchase of the awards for Closest to the Hole, Hole-in-One, Gross & Net winners, and anything else which may be needed.
5. Produce pairings and scorecards for any Special Event, Catalina Cup, Ironwood Cup, and Robson Challenge as needed.
6. Work with the AGA and SDWGA reps to ensure their events are included on the schedule.
7. Work with the Membership Chair to ensure new members are paired with their mentor on Tuesday Play-Days when possible.
8. Actively participate in the annual budgeting process and maintain accountability for actual expenses associated with this position.
9. Train the person who succeeds you in this position