



GOLF TOURNAMENT COMMITTEE CHARTER

PURPOSE: The Golf Tournament Committee is established by and serves at the direction of the Board of Directors (BOD). The purpose of the committee is to plan, organize and facilitate the Annual Golf Tournament, which is a fund-raising event for the Chapter.

COMMITTEE STRUCTURE: The committee chair shall be chosen by the incoming Chapter President. The committee will consist of at least four (4) additional volunteers. All shall be approved by the BOD.

TERM: The committee is a standing committee appointed by the BOD. Members will serve for a period of one (1) year. The BOD shall approve the committee chair for the following year at the preceding August meeting and approve the committee members when chosen.

BOARD LIAISON: There shall be a Board liaison between the committee and the BOD who is responsible for attending Chapter Board meetings and delivering minutes or a summary of the committee meetings. The liaison shall be appointed by the Chapter President.

COMMITTEE LIAISON: There shall be a liaison from the committee who will interface with other committees as necessary and requested.

COMMITTEE CHAIR: The chairperson shall be responsible for the performance or delegation of setting meeting dates, times and locations, preparing committee meeting agendas, moderating meetings, coordinating tasks and handling requests among the committee as a whole. The chairperson shall be responsible for ensuring the board liaison and CED are provided with minutes of the most recent committee meeting or alternative written report no less than ten (10) days prior to each board meeting.

The chairperson will be responsible for ensuring the Board liaison and CED are provided the proposed date of the tournament and the committee's projected annual profit and loss statement for the coming year no later than August 31st. They shall also complete and submit the required "CAI Event Request Form" and profit and loss statement outlining sponsorships and expenses specific to the tournament for the Board's review and approval a minimum of ninety (90) days prior to the event and prior to any advertisement, contract execution, or promises of sponsorships for the event.

AUTHORITY: The committee reports to the BOD. The committee must work within the Chapter budget process to outline revenue and expenses related to the committee activities. There will be no additional expense to the Chapter. The committee shall assist with securing sponsorships sufficient to cover the full expense of the tournament. The BOD must review and approve the tournament details and expenses proposed by the committee prior to implementation.

DUTIES: The committee has the responsibility to organize the Annual Golf Tournament each year. The tournament for the upcoming year is to be coordinated with the CED and the board to confirm the date and the committee's projected annual profit and loss statement in advance of August 31st of the

preceding year. The “CAI Event Request Form” and projected profit and loss statement outlining sponsorships and expenses will be used for submittal of the tournament request by the August 31st deadline. The Board must provide written approval for any submitted “CAI Event Request Form” and profit and loss statement outlining sponsorships and expenses specific to each event prior to any advertisements, contract executions, or promises of sponsorships. The location of each event is to be determined by the committee and approved by the BOD no less than ninety (90) days prior to the event date.

The committee has the responsibility to meet or exceed the financial goal established by the BOD. The CED will provide the committee with the final budget for the Golf Tournament.

Course Selection: The committee will contact the optional locations and obtain prices for golf and food. The committee will select a location and make a recommendation, while requesting final approval from the BOD. The committee will set the participation fees for the tournament with approval of the BOD.

Sponsors: The committee will develop the Sponsor Packages for the Golf Tournament and present them for approval to the BOD. The Sponsor Packages for the tournament must be set no later than August 31st of the preceding year so they can be offered to the Business Partners in conjunction with the Annual Sponsor Packages. **a commitment in writing must be received by the CED who will invoice the sponsor.** No sponsorship is complete until the commitment form has been received in the Chapter office. Only paying sponsors will be allowed to distribute marketing literature at the event. All sponsorships are on a first come, first served basis.

Publicity & Promotional Materials: The committee will create a Sponsor flyer and a Player flyer, which will be emailed to the CED for distribution no less than ninety (90) days prior to the tournament.

Tournament Details: The committee will select the “games” and prizes. The committee may solicit “door prizes” from Chapter members and non-members as long as those non-members are not eligible for CAI membership. The CED will have signs made for the sponsors which are placed at the holes and in other various locations during the event. The committee will assist the CED on the day of the Tournament by taking sponsors to holes, tallying scores, and assisting in other areas as needed. The CED will coordinate other additional volunteers as needed. The committee will meet at least once per month each month leading up to the Tournament, beginning in January, and once following the Tournament to wrap up the current year’s event and plan for the following year. A member of the golf committee will write a summary of each meeting which will be given to the board liaison who will update the BOD. Awards will be given out at the Tournament by the committee chair. Committee members are not be eligible for any awards.