

CVWGC Board and Committee Job Descriptions

Job Title: Birdie Tree Chair

Last Modified: 7/16/2023

| General Responsibilities | Specific Duties/Comments | Dates (If Applicable) |
|---|--|-----------------------|
| Maintain the Birdie Tree in the Clubhouse | <ul style="list-style-type: none"> • At the start of the season, ensure there is an ample supply of paper “birdies” in the box for the season. <ul style="list-style-type: none"> ○ If you need to replenish the supply, birdies can either be made by Kelly King, or they can be purchased online. • Ensure there is an ample supply of mini clothespins. These can be purchased at the Dollar Tree. • Ensure there is either a pencil or pen in the box with the birdies and clothespins for Club members to record their birdies. • At the end of the season, remove all the birdies and any “stars” (for personal achievements) from the tree and dispose of them, and return all clothespins to the box on the Birdie Tree board. • Submit all receipts for Birdie Tree supplies to the Treasurer for reimbursement. | |
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