

CVWGC Board and Committee Job Descriptions

Job Title: Home 'N Home Chair

Last Modified: 02/26/2024

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Communicate with Fallon Women's Club	<ul style="list-style-type: none"> Start communicating with the Fallon Women's Golf Club asking for Tuesday in June that their club is available for the Home 'N Home. Continue to communicate with them throughout the registration process. <p><i>Refer to Email Communications and Timeline Documents for additional detail.</i></p>	February/March
Volunteers	<ul style="list-style-type: none"> Communicate with members at the April General Membership Meeting about the Home 'N Home. Recruit volunteers for the volunteer positions. Manage volunteers on the Home 'N Home play day. <p><i>Refer to the Job Descriptions and Timeline Documents for volunteer assignments.</i></p>	April-June
Promotion	<ul style="list-style-type: none"> Create flyers for both CVWGC and Fallon Women's Golf Club. Distribute CVWGC flyers at the April General Membership Meeting. Place flyers on golf carts first Tuesday in April. 	April-June
Communicate and/or Meet with Carson Valley Golf Course	<ul style="list-style-type: none"> Communicate with CVGC regarding tournament date and their participation. <p><i>Refer to the Assignments-Responsibility and Timeline documents for additional details.</i></p>	
Swag Bags	<ul style="list-style-type: none"> Working with the Board, determine swag bag items based on the assigned budget. Purchase swag bag items. 	May
Communicate with Members	<ul style="list-style-type: none"> Send emails to members as needed. <p><i>Refer to the Emails and Timeline documents for additional information</i></p>	
Photographer	<ul style="list-style-type: none"> Recruit a photographer for the event. 	May

Notes: