

Tournaments and Events Director

The Tournament and Events Director is responsible for the overall operation of the Calgary Ladies Golf Association's premiere golf tournaments and events. She will be the main liaison between the host club's volunteers, event chairs and the Association. This is a two year minimum term with opportunity to extend to an additional two more years.

Duties:

- Sit on CLGA Executive as a voting position in an "in-house" leadership role and attend all CLGA Executive and General Meetings.
- Review the CLGA by-laws to obtain an understanding of processes, responsibilities and duties for your role and other roles on the CLGA Executive.
- Provide assistance as required or requested to all organizing committees: Calgary Ladies Amateur, Calgary Senior Ladies Amateur, Rileys, CHAMPS, Medalist, and Tournament of Champions.
- Develop and maintain a streamlined approach for the tournaments and events. Responsible to ensure the **Master Binders** for the City Amateur and the Senior Amateur are collected from the Committee Chairs after each tournament, that job descriptions and / or learnings are updated in these binders based on builds and feedbacks from the tournament committees and the most current version of the **Master Binders** is then distributed to incoming Committee Chairs and on the Tournament Coordinator website section.
- Works with Chair throughout planning, organizing and execution to ensure experience and knowledge is passed on with regards to the duties.
- Liaise with the Treasurer regarding the planning of tournament/event budgets and ensure the budget is adhered to.
- Compile and provide tournament information to CLGA executive and general membership. Liaise with the Communications/Marketing Director the results and any key press items.
- Be available for decision-making during planning and the course of the tournament.
- Responsible to supervise the chairs and should periodically keep the President informed as to progress.
- Work with the Communication/Marketing director to create the communications materials for a winning bid proposal template for all our major events. Work with the potential host club members to pitch to the Professional/General Manager/Board of the golf club.
- Review the job description and duties outlined and update this role on an ongoing basis when identified is required. Review, cull and update computer files, books, binders and position mandate prior to turning over to the new Tournaments and Events Director. Responsible to assist with finding a replacement and the training of that replacement prior to the current role term ending.