

# ENCINAL HIGH SCHOOL ALUMNI ASSOCIATION (EHSAA)

##### EHS GOLF TOURNAMENT

##### CHAIRPERSON and COMMITTEE

###### DUTIES and REPONSIBILITIES

**CHAIRPERSON:**

* Leads the planning, organization, coordination, promotion, and execution of the annual EHS Golf Tournament
* Oversees the development of an EHS Golf Tournament Committee for purposes of supporting annual events and other related EHS and EHSAA events
* Provides EHSAA membership Golf Tournament information at EHSAA Board Meetings and as requested by the EHSAA Board
* Solicits the EHSAA Board and General Membership support for events
* Makes projections for related Golf Tournament expenditures, maintains appropriate financial documentation of related activities and presents to the EHSAA Treasurer, and makes recommendations for the use of fundraising income
* Meetings – as determined.

**COMMITTEE MEMBERS**

* Supports the planning, organization, coordination, promotion, and execution of the annual EHS Golf Tournament
* Supports the coordination of related EHS and EHSAA events
* Supports the maintenance of appropriate financial documentation of related activities and presentation to the EHSAA Treasurer, and makes recommendations and final; decisions for the use of fundraising income
* Attends all related EHSAA meetings, as determined.