

MEN'S GOLF CLUB OF LINCOLN HILLS  
POSITION DESCRIPTION  
CVS CHAIRMAN

The CVS Chairman is a member of the MGCLH Board of Directors is responsible managing the Central Valley Seniors (CVS) relationships with other outside organizations belonging to the CVS.

Position Duties:

1. Recruit members of MGCLH to CVS and handle sign-ups to start each year in January.
2. Collect and record all CVS membership registration fees (dues) and deliver those checks to the Treasurer.
3. Establish a list including GHIN #, email address and phone # for each member of CVS.
4. Announce all upcoming tournaments for each month using emails and the MGCLH bulletin board.
5. Collect names of players from email sign-up list each month, put in proper form and transmit to CVS secretary.
6. Notify members of playing times and hole assignments by email.
7. Coordinate with CVS secretary any changes that may occur for playing times and/or hole assignments.
8. Pick up prizes (golf balls) and distribute to winners.
9. Meet with all other outside CVS Chairman to establish tournament dates for the following year, along with any changes or additions to policies and/or rules.
10. Host and coordinate the CVS Tournament at our home course, including arranging to collect the registration fees.
11. Work with the Director of Golf to establish cost and golf course assignments and times.
12. Negotiate with Food and Beverage Manager for menu and cost of player Lunches or Breakfast.
13. Obtain approval of MGCLH Board of Directors.

14. Recruit volunteer CVS members for check-in, marshaling and golf cart assignments for the Lincoln Hills CVS Tournament.
15. Manage all CVS monies and pay all CVS bills and provide the Treasurer a full account of all CVS funds and expenses.
16. Write an article each month for the Linksletter.

Prepared by Steve Beede and Jesse Reuter - September 2019