

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

The Social Chairman is a member of the Board of Directors. His job mainly consists of organizing and executing the social component of MGCLH events. The social component relates mainly to any and all activities and arrangements that involve food and beverages. The recent events having a social component are Club Championship, the CVS event at Lincoln Hills, the memorial Tournament, and the Tournament of Champions. This list is subject to change as determined by the MGCLH Board of Directors.

SPECIFIC DUTIES:

1. The Club Championship is a two-day event. After play on the second day, there is a lunch in the tent, which in the past has been catered by a BBQ company. Arrangements can be made by the Pro Shop who have working relationships with a few suppliers. Immediately following the lunch there is a bi-annual all-member business meeting, regardless of whether they play in the event or not. There is no charge to the members for the lunch.
2. The CVS event occurs when the Lincoln Hills CVS hosts a lunch or breakfast for the players. In recent years the lunch has been a buffet held in the Orchard Creek Ballroom or a breakfast held in the Sports Bar. The Social Chairman works with the CVS coordinator on the details of the lunch and makes arrangements thru the Banquet Sales Manager. We usually provide bottled water, coffee and pastries for the players. Arrangements are made either thru Banquet Services or a local supplier.
3. The Memorial Tournament is a two day tournament with a putting contest and horse race on Monday afternoon. We provide water during the putting event. On Tuesday morning of the tournament we provide a hot buffet breakfast for the players. This is usually provided by Banquet Services in the area near the Sports Bar. Water is provided for the players which is kept cold overnight by the Pro Shop. The evening after the Tournament there is a Banquet in the OC Ballroom, which is arranged thru Banquet Services. Attendees can include players, their wives or other guests, and MGCLH Sponsors and their spouse or guest. Attendees have a choice of entrees and make their selection as part of their sign up application. Need to work with the Tournament Director to identify the entree selections, which then need to be provided to OC Banquet services several days before the event. For a seating plan, we use tables for eight diners, which can accommodate one foursome and a guest for of each player. It is recommended to assign each foursome to a table. The tables are numbered with each foursomes starting hole (1A, 3B, etc.) The attendees entree selection tickets are in envelopes with their names on the assigned tables. The MGCLH Club President is the host of the Banquet.

4. Tournament of Champions consists of a lunch and the second annual membership meeting following golf. Traditionally this lunch has been a buffet in the OC Ballroom provided by the OC Banquet Services. The arrangement process is the same as that of the CVS event. Again, we always encourage non-playing members to attend the lunch and meeting. Recently, we are looking at alternate lunch suppliers due to increasing prices at OC Banquet Services.

GENERAL INFORMATION

1. Prior to the start of each year, we need to reserve the dates for any required SCLH Facilities based on the schedule determined by the MGCLH Board. There may be a small deposit to reserve each date. Currently the events we may need to use the OC Banquet Room are the Memorial Tournament, , CVS lunch and the Tournament of Champions lunch.
2. Prior to each year, the Social Chairman needs to develop funding needs for each event and give to the Treasurer for the next year's budget.
3. For each event catered by OC Banquet Services you will need to sign a contract that defines the terms, number of diners, menu, cost etc. This occurs about four to five days before the event. Payment in full is required at this time.
4. The key people that need to interface with are OC Banquet Sales Manager, Lincoln Hills Director of Golf and Lincoln Hills Head Golf Professional..

Prepared by George Porzio - September 2019