

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

The Sponsors Chairman is a member of the Men's Golf Club of Lincoln Hills Board of Directors and is generally responsible for developing and maintaining amicable relationships with all current and future MGCLH sponsors. A yearly sponsorship is currently priced at \$650. In addition, other special sponsorships are given to the Club by various sponsors. These cover the Memorial Tournament,, putting contests, longest, strait drive and the Derby or horse race.

SPONSORS CHAIRMAN DUTIES:

1. Work with the Treasurer each year to establish a budget for sponsorship money.
2. Maintain records of existing sponsors to include: contact information, dollar commitment and date of renewal. Sponsorship payments are based on a calendar year from the date of signing.
3. Notify sponsors 30 to 45 days in advance of their renewal date in order to give them time to consider their commitment for the following year. Include sponsors who give extra for the Memorial Tournament activities.
4. Collect the sponsor's payments and forward to the Treasurer or have the sponsor mail directly to the Treasurer.
5. Provide a monthly report to the Board denoting the progress of collecting each sponsors / payment and /or their intentions to pay or drop out of the program. Also provide an update on potential new sponsors.
6. Maintain the sponsor's tee sign and make sure each is presentable for display during the Club Tournaments. Replace the signs as they wear out.
7. When there is a new sponsor, work with the sponsor to develop a sign using their logo and any artwork that is reasonable and usable by the sign maker. Coordinate with the sponsor and sign maker so that the sign is available for the first tournament sponsored.
8. Provide an article each month for the Linksletter. Sponsors are also allowed one promotional article each year, which is usually provided by the sponsor.
9. Maintain the sponsors Ad sheet on the Men's Club Bulletin Board outside the golf shop.
10. Direct that all tournament day duties regarding the sponsor signs and “ closest to the pin” are handled by the Tournament Committee.

11. Keep a record of sponsor paid CTP winners for the year-end Shoot-Out.
12. Assist the Tournament Committee stage and direct the Shoot-Out during the Tournament of Champions.

Prepared by Pete Saco - September 2019