



Golf Committee Charter

Committee Purpose:

The committee plans, budgets, and organizes the Golf Outing each year

List of Activities the Committee Performs:

- Plans 1 golf outing per year
- Determines sponsorships, activities/contests for event and plans them accordingly
- Decides menu options
- Reviews communication materials for sponsors and attendees
- Meets via Zoom
- Creates and submits a budget to the Board of Directors and manages revenue and expenses per the budget guidelines
- Operates under the direction of the Board of Directors by executing goals and objectives of the Strategic Plan

Committee is Recommended for Members Who:

- Like to have fun and plan a fun event
- Are organized and will follow through on assignments
- Can be a golfer or non-golfer
- Commit to attend outing, from start to finish, helping with various tasks

- Will promote and share CAI social media and marketing pieces to increase attendance at the Golf Outing

Time Commitment and Responsibilities:

- Attend committee meetings, one of which is on-site at the golf course
- Meetings are held from January – Day of Event.
- Meetings typically last 1-1.5 hours
- Complete 2-4 hours of work per month from January— Day of Event
- Attend on event date, prior to registration until event kick-off to help with set-up, stations, coordination; some members should be available to stay throughout the day to help.
- Members are expected to attend all committee meetings, via conference Zoom