

CHARBONNEAU LADIES NINERS COMMITTEES

Revised 4/27/2022 [cl]

COMMITTEE	COMMITTEE RESPONSIBILITIES	DATE OF EVENT
Annual Banquet	Determine theme of Banquet - usually plays on the theme of the Dance. Coordinate with caterer on menu, and Charbonneau Country Club on date, Schedule time for set up and decoration	End of September
Awards	At end of season, determine winners of fewest Putts, Chips, Most Improved, etc., Order Trophy for Most Improved, Order pins for other awards in cooperation with Scoring.	End of September
Big and Little Sisters	Recruit Niners to serve as Big Sister to newcomers throughout the Season. Meet with new Niners at Welcome Back Coffee in April. Assist new members with event sign up, how to record score, golf rules, and introduction to existing members	Throughout the Season
Championship Tournament	Work with Chris Bensel to determine Tournament Champion, Order trophy for Champion, Plan Tournament Presentation ceremony	September
Dance Team	Must committee time for practice and be mobile. Determine theme of Program, Select and provide music to participants, schedule practices, assist with costume decisions	September Practice begins in June
Dynamic Duo	Plan and Coordinate event with Scramble Chair, Coordinate with Social Member chair to schedule social members to assist with sign in and banquet, Coordinate with Chris on Scoring, Coordinate on Banquet caterer and decorations	July
Eclectic	Print out Tournament Guidelines and Sign-up forms. Make presentation explaining how the tournament works at the New Member Orientation and give each new member a sign-up form and Guidelines. Check the Niner Drawer often to get the sign up forms and make up the players' cards. Once the season starts, make sure the eclectic box is either out on the counter or on a table outside so everyone can post their score. At end of season, collect the score cards to determine the winners. Prizes are awarded at the banquet.	The eclectic tournament runs from the 1 st playday in May until the last play day in September.
Green Committee	Attend the Green Committee meetings throughout the year and report to the Club Take Club concerns to Green Committee and coordinate actions	Ongoing throughout season
Handicap	At end of season, delete all players from GHIN and re-enter those who have signed up for the new season. Throughout the year, keep the GHIN roster current.	Ongoing through season
Member Guest Day	Plan Event, golf game, other games, theme, Luncheon, gifts, etc. Coordinate with Chris on Scoring, Coordinate on Banquet caterer and decorations	June
New Member Orientation	Coordinate with Country Club on dining room set up, Plan program for new member orientation, coordinate with Welcome Back Coffee chair on program	New Member orientation is usually first Tuesday of April

CHARBONNEAU LADIES NINERS COMMITTEES

Revised 4/27/2022 [cl]

COMMITTEE	COMMITTEE RESPONSIBILITIES	DATE OF EVENT
Niner Handbook and Roster	Update Handbook information as necessary, update Niner Calendar in Handbook template, Insert updated roster as provided by Treasurer. Make any format changes necessary. Have roster printed with sufficient copies for all Club members and have available for Welcome Back meeting	March and April
Photography	Take photos throughout the season of activities. Take photos of all new members. Supply copies of photos to Web Team for the Niner web site	Ongoing throughout season
Pink Ball Tournament	Coordinate with Country Club on dates for Program and Banquet. Prepare letters and organize distribution to previous donors. Collect donations for Silent Auction. Establish payment options for Silent auction. Develop program, menu, wine and beer sales for Banquet, coordinate with caterer. Many other task, some of which are not related to procurement/donations.	September
Publicity	Prepare monthly article for the Villager newspaper, coordinate with Photographer	Ongoing throughout season
Rules	Coordinate with Welcome Back Committee and New Member Orientation on presentation on Rules. Present rules to members at their monthly meetings.. Maintain knowledge of new or changing rules. Be prepared or know how to obtain answers for player questions related to rules.	Ongoing throughout the season
Scoring	Set up Play dates in Golf Genius. Download Roster from GHIN. Set out Collection Box each morning of Play Days for score cards. Collect al score cards at end of play day. Confirm that scores are attested. Enter scores in Golf Genius. Print out results and send to Golf Pro, Niners Treasurer, Secretary and Web team.	Ongoing throughout season
Scramble Game Coordinator and Luncheons	Choose Scramble format and theme, Prepare flyer, Set up sign in table and sell mulligans and raffle tickets. Coordinate with Country Club on availability for decorating, Coordinate with caterer for meal. Organize cleanup	Ongoing throughout season
Skits	Must be able to commit time for practices and have good mobility. Coordinate with Dance Coordinator on theme of program. Determine music and provide performers with music in appropriate format. Schedule practice sessions, work with performers to perfect routine, props and costume. Coordinate banquet menu with Annual Banquet committee	Practice begins in June Performance is end of September
Social Members	Coordinate the activities of the Social Members with Committee chairs as needed.	Ongoing throughout season
Web Site	Maintain the Club's web site, post items as requested by Club officers, Committee Chair, and CGC. Keep photo roster up to date. Post annual calendar and handbook.	Ongoing throughout season

CHARBONNEAU LADIES NINERS COMMITTEES

Revised 4/27/2022 [cl]

COMMITTEE	COMMITTEE RESPONSIBILITIES	DATE OF EVENT
Welcome Back Coffee	Determine theme of Welcome Back Coffee. Coordinate with Country Club for accessibility for the club for setup. Determine menu and coordinate with caterer. Prepare program with coordination with New Comer Orientation	April
Wilsonville High School Girls Golf	Coordinate with Chris Bensel on activities of the WHS Girls Golf Team. Look for opportunities to support the team.	Ongoing throughout the season