

**Niner Committee/Volunteer Description**

	Month
<p><b>Christmas Wrapping</b></p> <p>This is a new Committee, a few years ago Mary Fieweger saw a need and an opportunity to support our community and a charity. It involves, wrapping and decorating gifts and possibly pick up and delivery. It is a small committee. The committent would be for a few hours 1 to 3 days, depending upon availability.</p>	December
<p><b>Big and Little Sisters</b></p> <p>Recruit Niners to serve as Big Sister to newcomers throughout the Season. Meet with new Niners at New Member Orientation and/or Welcome Back Cofffee in April. Assist new members with event sign up, how to record score, golf rules, and introduction to existing members</p>	Primarily March and April, continues as new Members sign up
<p><b>Rules</b></p> <p>Coordinate with Welcome Back Committee and New Member Orientation on presentation on Rules. Present rules to members at monthly meetings. Maintain knowledge of new or changing rules. Be prepared or know how to obtain answers for player questions related to rules.</p>	March thru October
<p><b>New Member Orientation</b></p> <p>Coordinate with Country Club for accessibility for the club for setup. Determine menu and coordinate with caterer/purchase yourself. Prepare program with coordination from other Committee Chairs and Board for there presentation.</p>	Late March or Early April
<p><b>Welcome Back Coffee</b></p> <p>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</p>	Early April
<p><b>Eclectic</b></p> <p>Print out Game 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 awards scramble.</p>	First of May thru End of September
<p><b>Handicap</b></p> <p>Enter all new members into Ghin (golf genius). Maintain Roster. At end of season, delete all players from GHIN and re-enter those who have signed up for the new season.</p>	Throughout year
<p><b>Scoring</b></p> <p>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. . Throughout the year, keep the GHIN roster current along with handicap committee.</p>	Through out the season
<p><b>Scrambles</b></p> <p>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</p>	Events are May, June and August, planning meetings typically begin a month prior
<p><b>Member Guest (Guest Day)</b></p> <p>Plan Event, golf game, other games, theme, luncheon, gifts, etc. Coordinate with Chris on Scoring, Coordinate on Banquet caterer and decorations</p>	July

**Championship Tournament**

Work with Chris Bensel to determine Tournament Champion, Order trophy for Champion, Plan Tournament Presentation ceremony

August

**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*

Planning begins in April,  
Event is in September

**Awards Scramble**

Plan Event, golf game, other games, theme, luncheon, gifts, etc. Coordinate Banquet caterer and decorations

September

**Yearend Performance Dance Team**

Participants must commit time for practice and be mobile. Chairperson determines theme of Program, selects and provide music to participants, schedule practices, assist with costume decisions.

Sign up begins in March  
thru June, Practice June  
through September,  
Performance  
September/first of October

**Yearend Performance Skits**

Participants must be able to commit time for practices and have good mobility. Coordinate with Dance Coordinator on theme of program. Chairperson determines 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 if held the same nite. Participants pick costumes and routine.

Sign up begins in March  
thru June, Practice  
July/August through  
September, Performance  
September/first of October

**OLCC Alcohol Servers Permit**

Taking a few hours online class to get a servers permit. This would allow a person to serve liquor, beer, wine and Niner Events.

Throughout year

**Niner Closet/Storage**

Managing the storage area, keep inventory, mark boxes, maintain organization

Throughout year

**Computer Skills/Graphics**

Depending on particular skills, may be asked to help other committees and Board. Skills in one or more software programs, i.e powerpoint, word, mailmerge, excell, photoshop, canva, etc.

Throughout year

As needed

**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.

Throughout year

**Photography/Video**

Take pictures at Events, for the Villager and New members. Send to Web team ninerweb@gmail.com and Publicity Chair. Video year end Program, camera provided.

During Season

**Publicity**

Write article for Villager

Monthly