

MIXERS: Appointed Position, 1 year term

ROLE: Plan and Coordinate a Social Golf Event “Mixers” one Sunday in each month from December to April. Mixers are open to all Lakes West Women’s Golf Association members and their guests.

ACCOUNTABLE TO: LWWGA President and Membership

RESPONSIBILITIES:

- 1) Willing to gain a working knowledge of Golf Genius and attend monthly board meetings.
- 2) Work with the Treasurer to ensure accuracy of Mixer budget with a goal of a zero balance at the end of each year.
- 3) A \$3.00 annual fee to participate in Mixers is collected by the Treasurer with annual dues. Mixers Chairwoman may use this fee to cover incidental expenses.
- 4) February-confirm dates for following year (social hall and course) and submit to LWWGA Vice President for booking.
- 5) Confirm menu for the whole season with Caterer.
- 6) Create a monthly flyer and sign-up sheet using templates from previous events. Circulate signup sheet at previous months even then post four copies of the flyer and one copy of the signup sheet in the washroom.
- 7) Send a copy of the flyer to web master for posting on the Web site.
- 8) Ten days before Mixer create foursome’s (pairings) on golf genius. Submit a copy of the golf genius tee sheet to the starter at Lake’s West Golf Course, to LWWGA treasurer, the social hall set up committee and the mulligan committee. Email a PDF copy to all participants.
- 9) Ten days before mixer confirm numbers and special requests with Caterer.
- 10) Pre-meal snacks are responsibility of the set-up committee.
- 11) Create flights using golf genius and make copies for scoring committee.
- 12) Print score cards as close to event as possible to allow for last minute changes.
- 13) On day of event bring score cards for participants, tee sheet for mulligan committee, flight sheet for scoring, next month’s flyer and signup sheet and a check for the caterer.
- 14) On day of event a maximum of two mulligans will be sold to each participant for \$1 each. All mulligan monies are paid out in draws to participants. A ticket must be presented to claim a mulligan prize.
- 15) Day after event do certs and forward results to web master.