

# Ringwood Golf Club

## Position Description



## Social Convenor

The Social Convenor heads up the Social Sub-Committee which is responsible for creating, designing, promoting and conducting the social activities of the Club.

Initially it means the drawing up of a social calendar with an accompanying budget at the beginning of the Committee year (circa October) for approval by the Committee.

Though not restricted to (there must always be opportunity for initiative) the current social calendar items are:

- Production of the quarterly newsletter (Fore!
- Catering for Memorial Day in Mid January
- A trivia night normally around July/August;
- A spring golf trip (usually the first fortnight in October)
- A December Christmas party and raffles held after golf on a Saturday
- Organising Catering, Music and Raffles for Clubs Presentation Night in late November.
- Usually a Christmas and Easter raffle, Melbourne Cup Sweep and various golf day raffles.