



# TORONTO COMMERCIAL REAL ESTATE WOMEN

## Golf Committee Mandate

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### 1. Role and Responsibilities

The Golf Committee (the "Committee") organizes the annual Toronto CREW Golf Tournament (the "Tournament") supporting community outreach initiatives.

### 2. Reporting

The Committee will report to the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation"). The Board liaison will be the Director, Programs. A monthly written update is to be provided for Board review and quarterly updates provided at the leadership meetings.

### 3. Composition of Committee

The Committee shall be comprised of a Chair or two co-Chairs and a Vice Chair or two co-Vice Chairs. The Chair(s)/Vice Chair(s) should actively encourage and recruit new Committee members. There is no limit on the number of Committee members. A larger Committee is beneficial so that Sub-Committees can help coordinate and plan the event. Continuity and new ideas are equally important.

### 4. Logistics/Communication

- Create and keep the Committee team organized and focused
- Set meeting dates, agendas, and update Committee as required
- Distribute meeting agendas/minutes of meetings to Committee
- Coordinate monthly team meetings to keep up to date and on track with budget and event schedule.
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website. All material to be submitted in final draft format per applicable timelines.
- Report to the Board on Committee activities/updates as required
- Determine activities and create "To do" lists as required

### 5. Mandate

The Chair(s)/Vice Chair(s) should read and be familiar with the CREW Network Playbooks, specifically the Chapter Programs Playbook.

- Determine the year's type of golf event, goals and logistics
- Determine Tournament location
- Prepare a draft budget for the Tournament



- Seek Board approval for all of the above before any commitments are made
- Create and update registration list
- Coordinate the silent auction program requirements
- Generate and maintain the Silent Auction Sponsorship List for the duration of the year's tournament
- Work with Sponsorship Committee to ensure there are no double "asks"
- Review and assign a committee member to each company as their responsibility to solicit for Silent Auction Sponsorship
- Add new company names/contact information as committee members solicit new companies
- Distribute a copy of Sponsorship List at each Committee meeting; go over the list for updates
- Work with Toronto CREW Administrator, who receives payments directly, and update Sponsorship List
- Monitor Sponsorship allocations and assign "special events" accordingly eg. Snack cart, 19th hole activities, fruit on course, Pro at Driving Range, etc.
- Organize the lunch/dinner activities/speeches
- Create new and exciting sub events for the Tournament
- Ensure confirmed Sponsors are recognized accordingly eg. in signage, website, handout materials, etc.
- Chair/Co-Chair has direct communication with the Golf Course and represents/communicates on behalf of the Committee and Toronto CREW through the planning of and during the day of the Tournament
- Potential Sub-Committees include – Signage/marketing, 19<sup>th</sup> hole activities, Contest & prizes, Silent Auction, budget, registration

#### Creation and maintenance of budget

- Establish the revenue and expense budget
- Obtain budget approval from the Board
- Monitor and maintain the budget
- Allocate budget to sub-Committee Lead for them to manage
- Work closely with Toronto CREW Administrator to monitor registration and update budget as required
- Approve all invoices, request payment through Toronto CREW Administrator

#### Liaise with other Committees

- Marketing and Communications Committee – re e-blasts, invitations, publicity, website, signage, etc.
- Foundation Committee – re Charitable representative foursome and speakers during event
- Sponsorship Committee – re coordinating sponsorship to ensure no duplication
- Toronto CREW Administrator – re registration, Silent Auction Sponsorship payments

#### **6. Authority Level**



- The Committee has full authority to book venues, speakers, and topics once approved by the Board. Preliminary ideas/plans are to be presented by the Board Liaison at Board meetings to ensure programming is in line with organizational objectives.