



## 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.

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- Seek Board approval for all 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 e.g., 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 e.g., 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, Contes & 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.



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**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.