

CITY AMATEUR CHAIR:

TERM: 2 YEARS

FROM CLUB HOSTING AMATEUR TOURNAMENT IN YEAR TWO AS CITY AMATEUR CHAIR

Year 1 - City Amateur Shadow Chair

- attend the Calgary LGA executive as an observer
- is familiar with all duties of the position of City Amateur Shadow Chair as prescribed in the document entitled "Executive Positions and Duties"
- works with Amateur Chair throughout planning, organizing and execution of the Amateur Tournament to ensure experience and knowledge is passed on with regards to the duties of next years' Amateur Chair
- becomes Amateur Chair the following year when your club hosts the Amateur
- attend all meetings of the Amateur Tournament the year prior to hosting
- Maintain records, a job description and files for your position to be passed on to a successor as required

Year 2 - City Amateur Chair

- sit on Calgary LGA executive and attends all meetings (4)
- is familiar with all duties of the position of City Amateur Chair as prescribed in the document entitled "Executive Positions and Duties"
- continually work with the City Shadow Chair (next years' City Amateur Chair) to ensure experience and knowledge is passed on with regards to the duties of next years' Amateur Draw Chair
- Be responsible for the organization and smooth running of the Amateur Tournament.
- There is a binder and memory stick for your reference. You should use this to organize and for the purpose of reports.
- select amateur committee
- chairs all tournament committee meetings
- prepare tournament budget with Treasurer and ensures budget is adhered to
- compile and provide tournament information to Calgary LGA executive and general membership
- is responsible for updating and posting results on the Amateur Tournament website
- Maintain records, a job description and files for your position to be passed on to a successor as required