

COMMUNICATION CHAIRPERSON

The Communication Chair is responsible for providing the members with information, via email, from the Captain, other Chairs, Pro Shop, Restaurant, Course Manager, and anyone else that has information that needs to be passed on to the membership

Information to be disseminated can be received via email or word of mouth from the person wanting to send information.

Typical types of information:

- Announcements from the Captain
- Notices of meetings
- Tournament results
- Pro Shop information – ie sales, etc
- Course information – closures, hours, etc.
- Restaurant information – closures, hours, etc.
- Announcements or information other Chair members want to send to members
- Deadlines for tournaments, including City and State

If in email, most times, the information can just be forwarded to the membership. Sometimes, it needs to be sent as a new email due to the nature of the email received.

Member email list is available from a shareable Google Document spreadsheet that the Treasurer maintains.

Suggested skills needed:

- Conversion of Word or Spreadsheet documents to .pdf
- Copy and paste of spreadsheet data

Preferred email service:

- Gmail
 - Gmail allows large number of email recipients in one email. Other service providers have limitations, regarding large numbers to be spam and will not send if over the limit.

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