

# **JOB DESCRIPTION - FOOD & ENTERTAINMENT DIRECTOR**

*Updated February 2020*

## **Organize Food & Beverage for applicable tournaments**

- ❖ Obtain F&B requirements from Tournament Director
- ❖ Coordinate requirements with LOP F&B manager or appropriate personnel
- ❖ Negotiate pricing and report to MGC BOD
- ❖ Obtain billing and forward to Treasurer for reimbursement upon approval
- ❖ Develop programs and/or activities for pre and post Thursday Sweeps to encourage interaction between members and camaraderie.
- ❖ Complete facilities use report as requested by LOP admin.

## **Attend Monthly Meetings**

- ❖ Provide status update
- ❖ Participate in old/new business discussions
- ❖ Initiate/vote on motions