



Committee

House Subcommittee

Purpose

The purpose of the House Subcommittee will be to ensure that the clubhouse facilities and services, which are presented to both members and guests, are of the highest standard.

Membership

- Members of the House Subcommittee will be appointed at the AGM.
- The House Subcommittee Chair will be appointed by the President.
- Subcommittee members, not employed by the club, will serve a minimum of a 3 years term.
- Members of the Subcommittee, will include:
 - General Manager
 - 1 x Gentleman Club Member
 - 1 x Lady Club Member
 - Other Non-Voting Members (as co-opted by the Executive Committee)

Terms of Reference

- Overseeing all matters relating to the clubhouse and the immediate surrounds, including the car park.
- Assessing and reviewing the standard and quality of the facilities and services within the clubhouse.
- Monitoring the condition of the clubhouse and the surrounding area, to identify regular maintenance programmes, together with annual and longer-term requirements.
- Ensuring any annual maintenance contracts are updated, and that all cleaning contractors and other sub-contractors carry out their duties with due diligence and care.
- Agreeing a rolling financial programme for future refurbishment, seeking approval for annual financial plans, budgets and costs for the clubhouse, locker rooms and car park, and ensuring these are adhered to.
- Being responsible for any variation in budget and presenting these to the Executive Committee for approval
- Seeking authorisation for any purchase outside the agreed budget and ensure that the necessary procedures are followed.
- Recommending to the Finance Committee any changes in bar/ food prices before they are put into effect and reporting such changes to the Executive Committee.



- Being responsible for the management of all staff associated with the function of the clubhouse and its surrounds, including bar staff and maintenance staff, ensuring they undertake their duties with diligence and ensuring that all Health and Safety regulations are adhered to.
- Ensuring club staff are effectively led and managed by the Club Manager including the provision of appropriate performance management, development and training.
- Discussing with the Club Manager all matters relating to annual appraisals and training requirements.
- Managing and negotiating the catering franchise contract.
- Ensuring compliance with licensing in relation to the bar.

Limits of Authority

- The House Subcommittee will be allocated appropriate financial resources through the annual budgeting process.
- The funds are to be applied solely for the purposes set out in the Terms of Reference.
- The House Subcommittee has delegated authority to approve spend up to any agreed limits.
- Amounts exceeding any approved limit must be approved by the Executive Committee.

Meeting Schedules

- The House Subcommittee will meet prior to any Executive Committee Meetings, or at any other time as required by the club.
- Members are expected to attend in order to be able to contribute effectively to the Subcommittee.
- Information will be provided in advance of each Subcommittee meeting to enable members to prepare effectively.

Reporting

- Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated for actions.
- A brief written summary will be provided to the Executive Committee to ensure transparency and oversight.
- Matters arising that require Executive Committee decisions will be raised as items on the Executive Committee agenda.