



Role Title	House Subcommittee Chair
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Time Commitment	Approximately 1 day per month. The Chair will be expected to lead the House Subcommittee meetings and attend Executive Committee meetings (7-10 times per year), the Annual General Meeting as well as any additional General Meetings as required.
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Period of Office	As an elected member, the House Subcommittee Chair will serve for a term of 1 year, with the option to serve further terms, where re-appointed.
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Remuneration	This is a voluntary role. However, all reasonable travel and subsistence expenses will be reimbursed at the discretion of the club.
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Role Summary
<ul style="list-style-type: none">• To be responsible for and lead the House Subcommittee.• To provide leadership and direction to the House Subcommittee enabling it to fulfil its responsibilities in ensuring the smooth running of the clubhouse, bar and catering in the best interests of Members and staff.• Work in partnership with the Club Manager to support employees, helping them achieve the aims of the organisation.• Participate in Executive Committee representing the views of the House Subcommittee.

Responsibilities
<ul style="list-style-type: none">• Chair and facilitate meetings, bringing impartiality and objectivity to the decision-making process.• Monitor decisions taken at meetings and ensure they are implemented.• Liaise regularly with the Club Manager, President and the Treasurer to maintain a clear grasp of the club's financial position.• Utilise appointed Committee Members effectively by drawing on each person's skills and knowledge as they contribute to club goals.• When chairing House Subcommittee meetings, ensure:<ul style="list-style-type: none">▪ These are properly convened with due notice and that all members are present.▪ There is open discussion, and all members have an opportunity to contribute.▪ Maintain careful oversight of any risk to reputation and/or financial standing of the club.



- Represent and be an ambassador for the club and its members at appropriate events, meetings or functions.
- Build positive relationships with club members, understanding their diverse needs.

Person Specification

The House Subcommittee Chair should be able to demonstrate skills in being:

- A confident communicator and a good listener.
- An objective decision maker.
- Approachable, and someone who will listen to the views of members and visitors and communicate common and relevant perspectives to the Executive Committee with a view to improving the club.
- A team player, who can build and maintain positive relationships with fellow subcommittee members, Golf Club employees and the Club's membership.

Role Competencies

Demonstrating strong business acumen	Has an understanding of the key business drivers that will help create a sustainable club. Can use sound commercial principles to further develop the club's best interests.
Ability to influence	Understands how to navigate club, business and external environments to create the best offer for members and visitors.
Demonstrates by actions a thorough understanding of good governance	Understands and implements the rules and governing principles of the club.
Highly developed communication skills	Demonstrates excellent oral and written communication skills. Communicates plans and activities in a manner that gains members' involvement and confidence.
Demonstrates honesty and integrity	Instils mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner toward others.
Innovation and Problem solving	Generates innovative solutions to diverse situations by trying different and novel ways to deal with problems and opportunities.
Strong planning and organising	Prioritises activities and develops plans to achieve them.