



Committee

Executive Committee

Purpose

The purpose of the Executive Committee will be to provide leadership and strategic direction focussing on the vision, core values and the objectives of the club.

The Executive Committee will exist to ensure the the objects set out in the club's constitution are met and that the club's standards are maintained, including adherence to the values and vision.

Membership

- Members of the Executive Committee are:
 - President
 - Vice President
 - Treasurer
 - Chair of Greens' Subcommittee
 - Chair of House Subcommittee
 - Club Manager (non-voting)
 - Golf Manager (non-voting)
- The President will serve for a period of 2 years, before stepping down.
- The Vice-President will serve for a period of 2 years, before holding the position of President.
- The General Manager and Golf Manager will serve as non-voting members of the Executive Committee, without expiry.
- Remaining Executive Committee members will serve a minimum of a one year and up to a maximum of nine years.
- The Executive Committee can co-opt a non-voting member of the Club.

Terms of Reference

- Establish the vision, values and long-term strategy for the club (this would usually be for a 3-to-5-year period).
- Draft a business/operational plan for the next 12 months.
- Monitor progress annually against agreed goals and objectives.
- Review the vision and core values at least every four years.
- Create the club's governance structure.
- Set out the club's byelaws which govern the rules relating to the use of the course.
- Monitor performance, financial expenditure, risk and resource allocation against the business/operational plan at least quarterly.



- Ensure financial solvency and integrity through robust controls and policies and personal integrity.
- Appoint and support the senior members of staff.
- Oversee management of the golf course.
- Manage risk and help identify new opportunities for the club.
- Develop and oversee high level policies.
- Have a duty of care to children, young and vulnerable people at the club by ensuring the club has robust safeguarding policies and procedures in place.
- Maintain effective committee performance.
- Build effective relationships with external partners as required by the club.
- Attend events and meetings as appropriate and act as hosts to partners, sponsors and other stakeholders as required.

Limits of Authority

- The management and control of the club assets shall be under the jurisdiction of the Executive Committee who in their absolute discretion shall have the authority to enter into commitments and obligations on behalf of the club, and shall have the power to engage or dismiss any servant or employee of the club and to do all acts and things, which, in the opinion of the majority of the members of such committee, shall be for the ultimate benefit and advantage of the members of the club.

Meeting Schedules

- The Executive Committee will meet at least once every two months.
- Members are expected to attend in order to be able to contribute effectively to the Executive Committee.
- Information will be provided in advance of each Executive Committee 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.
- Key decisions will be communicated to members.
- A brief written summary from each subcommittee 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.
- An annual report of activities will be provided for the club's Annual General Meeting (AGM).