

## TEMPLATE TERMS OF REFERENCE OF SUB-COMMITTEES

### HOUSE SUB-COMMITTEE

#### 1. PURPOSE

The purpose of the House Sub-Committee will be to ensure that the clubhouse facilities and services are presented to both members and guests are of the highest standard.

#### 2. MEMBERSHIP

Members of the House Sub-Committee will be appointed by the Main Committee based on their roles within the club and their capacity to contribute to the effective running of the Sub-Committee. The Sub-Committee shall consist of no more than 10 and no fewer than 5 people.

The Sub-Committee Chair will be appointed by the club Chair or appointed by the Sub-Committee from within its membership.

Sub-Committee members will normally serve a minimum of a one/two/three year term and up to a maximum of six years.

#### Members

Chair of House (appointed)

Secretary/Manager

3 appointed members (Based on competency)

Bar/Restaurant manager (if applicable)

Others?

### **3. TERMS OF REFERENCE**

- a) To oversee all matters relating to the clubhouse, visitor locker rooms and their immediate surrounds, including the car park.
- b) To assess and review the standard and quality of the facilities and services that is being achieved within the clubhouse.
- c) To monitor the condition of the clubhouse, visitor locker rooms, and the surrounding area, to identify weekly maintenance programmes, together with annual and longer term requirements.
- d) To ensure annual maintenance contracts are updated, and that all cleaning contractors and other sub-contractors carry out their duties with due diligence and care. Is this the role of the S-C or the Club Manager? Similar to Greens S-C and Head Green Keeper.
- e) To keep and update a risk register including fire exiting, fire alarms and lifts.
- f) To agree a rolling financial programme for future refurbishment, seek approval for annual financial plans, budgets and costs for the clubhouse, visitor locker rooms and car park, and ensure these are adhered to.
- g) To be responsible for any variation in budget and present these to the Main Committee for approval (consistency with Green S-C)
- h) To seek authorisation for any purchase outside the agreed budget and ensure that the necessary procedures are followed.
- i) To recommend to the finance committee any changes in bar prices before they are put into effect which is also reported to the management committee
- j) To be 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 that all Health and Safety regulations are adhered to.
- k) To ensure club staff are effectively led and managed by the Club Manager including the provision of appropriate performance management, development and training
- l) To discuss with the Secretary/Manager all matters relating to annual appraisals and training requirements.
- m) To develop a programme of entertainment programmes for members ensuring they are properly formulated, costed and administered.

### **4. Limits of Authority**

The House Sub-Committee will be allocated 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 Sub-Committee has delegated authority to approve spend up to £xxx (insert agreed limit). Amounts exceeding this sum must be approved by the Main Committee.

### **5. Meeting Schedules**

The House Sub-Committee will meet once every (insert weeks or months as scheduled).

Members are expected to attend a minimum of (75% of total) in order to be able to contribute effectively to the Sub-Committee.

Information will be provided at least (3/5/7) days in advance of each Sub-Committee meeting to enable members to prepare effectively.

## **6. 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 Main Committee to ensure transparency and oversight. Matters that require Main Committee decisions will be raised as items on the Main Committee agenda.