

TEMPLATE TERMS OF REFERENCE OF SUB-COMMITTEES

CAPTAINS' SUB-COMMITTEE

1. PURPOSE

The purpose of Captains' Sub-Committee will be to aid in the organisation and direction of golf and social aspects of the Club and to ensure that the members of the golf club have the opportunity to share their ideas and contribute to the running of the club. The role of this Committee is to ensure that the golfing and social events of the year are organised in accordance with requirements set out by the management committee/board. It will also deal with issues arising that relate to golf, the course and the use of clubhouse facilities which are communicated via the membership.

2. MEMBERSHIP

Members of the Captains' Sub-Committee will be appointed by the Main Committee based on their roles within the club and their capacity to contribute towards the effective running of this subcommittee. 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 one/two/three year term and a maximum of 6 years.

Members

Members of Captains' Committee are:

- Men's Captain
- Men's Vice Captain
- Mens Immediate Past Captain
- Ladies' Captain
- Ladies' Vice Captain
- Ladies' Immediate Vice Captain
- Senior Captain
- Senior Vice Captain
- Junior Captain
- 2 appointed members (Based on competency and skills gaps)
- PGA professional

3. TERMS OF REFERENCE

In support of the club's strategy, the Captains' Sub-Committee will provide the voice for the membership as a whole and contribute towards the club's mission of (insert mission statement)

The Captains' Sub-Committee operational responsibilities are to:

- a) In association with the management committee co-ordinate the golfing and social events for each season
- b) Oversee the entrance and induction procedure for new members (if applicable)
- c) Assess, monitor, support and help develop all aspects relating to the playing of golf at XXXX Golf Club
- d) Consider the needs of all playing sections within the Club and to promote and support their various interests, both on and off the course.
- e) Interpret and make recommendations as to any external factors which have an effect on the playing aspects
- f) Identify any areas of concern relating to golf (e.g. the stroke index, par, general course setup etc) and where necessary refer to the appropriate Sub-Committee (for example, the Greens Committee)
- g) Work with the club manager/secretary in preparing the annual fixture list and the scheduling of events.
- h) Support all the teams representing the club and to encourage their participation in league, county and other inter-club competitions and fixtures
- i) Support the Junior Organiser in the promotion and running of Junior activities and competitions
- j) Ensure close liaison with the Management Committee on all matters relating to the general good of the club including the views of the membership
- k) Ensure regular communication to Members of appropriate and relevant information relating to club golf and social activities including publication of CC minutes not later than two weeks after the next meeting, excluding items too sensitive for general distribution

4. Limits of Authority

If Necessary the Captains' 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.

5. Meeting Schedules

The Captains' 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.