

TEMPLATE TERMS OF REFERENCE OF SUB-COMMITTEES

GREENS SUB-COMMITTEE

1. PURPOSE

The purpose of the Greens Sub-Committee will be to retain and improve the quality of the golf course to ensure that it achieves excellent playing conditions for the use and enjoyment by the membership, visitors and guests all year around. This will be achieved through development of a strategic plan for course maintenance and advising the Main Committee on matters pertaining to course maintenance.

2. MEMBERSHIP

Members of the Greens 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

Greens Chairman (appointed)

Head Greenkeeper

PGA professional

3 appointed members (Competency based)

Finance director/treasurer (periodically)

3. TERMS OF REFERENCE

In support of the club's strategy, the greens Sub-Committee will oversee implementation of (insert strategic goal for course maintenance) which contributes to the club's mission (insert mission statement).

The Greens Sub-Committee operational responsibilities are to:

- a) Overseeing all matters relating to the course and its immediate surrounds.
- b) Ensuring that the Course Policy, Course Development, and Environmental/Ecological Policies are adhered to, regularly monitored and updated.
- c) Obtaining annual and six-monthly advice of the STRI agronomist or equivalent (if applicable)
- d) Periodically reviewing course design, and recommending to the Main Committee any desirable changes. These should be formulated having taken advice from a qualified course architect.
- e) Working with the Main Committee to agree a rolling financial programme for future development; approve the annual financial plans and budgets for the Greens Committee and ensure these are adhered to.
- f) To be responsible for any variations from budget and present these to the Main Committee for approval
- g) Working with the finance director/treasurer to seek authorisation for any purchases outside the agreed budget and ensure that the necessary procedures are followed.
- h) To agree weekly, monthly and annual programmes of development and maintenance with the Head Green Keeper.
- i) To ensure the green keeping staff are effectively led and managed by the Head Green Keeper including the provision of appropriate performance management, development and training
- j) To discuss with the Secretary/Manager all matters relating to annual appraisals and training, and that Health and Safety requirements are adhered to.
- k) Oversee and support the green-keeping staff team in ensuring buildings/sheds and areas surrounding the course as well maintained; and that machinery and equipment are secure
- l) To ensure that members are fully informed of any work being carried out on the course via the appropriate communication channels

4. Limits of Authority

The Greens 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 Greens 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 Greens 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.