

TEMPLATE TERMS OF REFERENCE OF SUB-COMMITTEES

LADIES SUB-COMMITTEE

1. PURPOSE

The Main Committee has established a sub group to support them in their responsibilities for scrutinising performance and effectiveness of the club. The Ladies Sub-Committee will take specific responsibility for providing direction and scrutiny to the following areas:

- Delivery of the club strategy with specific responsibility for the ladies' section
- Ensuring members of the ladies section have access to competitions, services and facilities as provided by the club
- Advising the Main Committee on matters pertaining to lady members

2. MEMBERSHIP

Members of the Ladies 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 6 people.

The Sub-Committee Chair will be (appointed by the club Chair? / appointed by the Sub-Committee once formed?)

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

Members

Lady Captain

Lady Vice-Captain

Ladies Secretary

Ladies Treasurer

Ladies Handicap Secretary

Ladies Competitions Secretary

Ladies Immediate Past Captain

2 Committee Members (skills based)

Ladies Assistant Competitions Secretary

3. TERMS OF REFERENCE

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

The Ladies Sub-Committee operational responsibilities are to:

(a) To administer ladies and mixed competitions in compliance with the Club's overall Competition Rules and in liaison with the Competitions and Handicap Sub-Committee.

(b) To arrange ladies competition fixtures with other clubs, having due regard for other inter-club or society matches organised.

(c) To develop the Ladies Section of the Club, consider correspondence received and encourage participation in competition and social events.

(d) To arrange social activities on behalf of the Ladies Section or the club as a whole on a self-financing basis.

(e) To work with the membership sub-group to devise plans to increase and retain the number of junior members at the club

(f) To levy competition entry fees for ladies competitions and mixed competitions and ensure that they are self-financing, this being subject to the rules on income set by the Main Committee.

(g) To oversee the balance on funds for the Ladies Section. Section bank accounts shall be held by the club and all statements and correspondence shall be directed to the club. Golfing Section bank accounts shall have joint signatories above a certain limit, (Club/Section, limit to be agreed and reviewed annually with the committee).

(h) To be responsible for the implementation of rules and requirements laid down by Golf Union Wales.

(i) To administer Ladies handicaps in accordance with Golf Union of Wales and CONGU Rules.

(j) As appropriate, to make recommendations to the Main Committee on issues falling outside the terms of reference of this Sub-Committee.

(k) To make arrangements for the Ladies AGM each year.

4. Limits of Authority

The Ladies 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 Ladies 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 Ladies 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.