

TEMPLATE TERMS OF REFERENCE OF SUB-COMMITTEES

JUNIORS 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 Juniors 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 juniors section
- Ensuring members of the juniors section have access to competitions, services and facilities as provided by the club
- Advising the Main Committee on matters pertaining to junior members

2. MEMBERSHIP

Members of the Juniors 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? / 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

Junior Organiser (Chairman)

Captain of the Junior Section

Juniors Treasurer

Juniors Assistant

Juniors Assistant

PGA professional

3. TERMS OF REFERENCE

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

The Juniors Sub-Committee operational responsibilities are to:

- (a) To organise all junior competitions
- (b) To organise and oversee all junior league or friendly matches.
- (c) To administer, and be responsible for, the financial accounts of the junior section – this to include the submission of annual accounts to the Main Committee for inclusion in papers submitted to the AGM
- (d) To work with the membership sub-group to devise plans to increase and retain the number of junior members at the club
- (e) To organise events and activities for juniors during school holidays
- (f) To organise any Junior Open held at the club
- (g) To liaise with the County Junior Organisers and to generally promote junior golf at the club
- (h) To engage with the parents of juniors at the club
- (i) To engage with the National Governing Body and Local authority Development teams to ensure all opportunities to grow the game are explored
- (l) To encourage and champion child protection at the club

4. Limits of Authority

The Seniors 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 Seniors 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 Juniors 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.