

# Dungannon Golf Club

## Terms of Reference

### Course Committee

#### 1. Purpose

- 1.1 The purpose of the Committee is to support the maintenance and improvements for the quality of the golf course.
- 1.2 Ensure that the quality and playing conditions of the golf course are well maintained and improved for members and visitors use.

#### 2. Objectives

- 2.1 Oversee all matters relating to the golf course.
- 2.2 Develop a 5 Year course plan to advise and inform the Council.
- 2.3 Develop and monitor the course policy.
- 2.4 Develop and monitor relevant environmental and ecological policies to ensure compliance
- 2.5 Carry out course design reviews periodically and produce recommendations to Council with the support of qualified experts.
- 2.6 Recommend and agree annual course budget with the Treasurer including regular monitoring and reporting of finances.
- 2.7 Work with the Head Green Keeper to ensure that all green keeping staff are appropriately managed, including the provision of performance management and appropriate training.
- 2.8 Work with the Head Green Keeper to ensure compliance with all relevant health and safety requirements.
- 2.9 Support the Head Green Keeper and green keeping staff with all surrounding facilities and areas of the golf course, including machinery, to ensure appropriate maintenance and security.
- 2.10 Establish a robust communication procedure with the club's members to share updates and progress of course development and maintenance.

### **3. Membership**

- 3.1 The Committee shall comprise up to 10 representatives
- 3.2 Membership of the Committee will be proposed by the course convenor for appointment by the Council.
- 3.3 Membership will be based on the necessary roles, skills, experience and capacity to ensure the effectiveness of the Committee.
- 3.4 The Committee membership shall be comprised of the following.
  - 3.4.1 Course Convenor
  - 3.4.2 Full club members including ladies and men.

### **4. Chair**

- 4.1 The Course Convenor will chair meetings.
- 4.2 In the absence of the Convenor, the Committee shall nominate one of the Committee members to chair the meeting

### **5. Quorum**

- 5.1 The quorum shall be 5.

### **6. Frequency of meetings**

- 6.1 The Committee will meet a minimum of 6 times per year
- 6.2 Members of the Committee are expected to attend a minimum of (75% total) of meetings a year to ensure effective contribution to the Committee

### **7. Reporting**

- 7.1 The Course Convenor works closely with the Hon Secretary to distribute information, documentation and actions to the committee ahead of meetings.
- 7.2 All documentation and information must be shared at least 3 days prior to the Committee meeting.
- 7.3 Minutes of the meeting will be recorded including all decisions and allocated responsibilities to actions.
- 7.4 The minutes will be circulated to all Committee members for approval.
- 7.5 The approved minutes will be shared with the Hon secretary as a way of reporting progress and addressing any matters arising.

## **8. Authority**

- 8.1 The Committee will be allocated financial resources and support, agreed by Council in line with the annual budget.
- 8.2 The financial resources can support all of the committee's objectives set out in the Terms of Reference.