**Template Terms of Reference: Green Committee**

**Club Governance & Authority**

The [Management Committee/Board] is elected by the membership, and exercises sole authority over all aspects of the Club’s affairs.

The [Management Committee/Board] delegates authority for the implementation of the day-to-day management of the golf course to the General Manager and the Course Manager.

The Club’s Green Committee is established by the [Management Committee/Board] and appoints a Green Convenor/Chair to oversee the Green Committee.

**Purpose of Green Committee**

The purpose of the Green Committee is to act as a sounding board and representative group voicing the interests of all club members in matters related to the golf course.

The Green Committee’s aim is to provide strategic recommendations to the [Management Committee/Board], as well as feedback to General Manager and Course Manager in their delivery of the day-to-day running of the golf course.

**GREEN COMMITTEE MEMBERS**

**Members and Size of Committee**

The Green Committee will be made up of the following:

* Green Convenor / Chair
* Green Committee Members
* Club General Manager (non-voting)
* Golf Course Manager (non-voting)

The committee should be made up of a minimum of five voting members and no-more than nine voting members.

**Green Committee Member Term**

Green Committee members will serve for a minimum term of two years upto a maximum of six years.

Green Convenor/Chair may serve on Green Committee for an additional term of [X] years corresponding with their term on [Management Committee/Board].

**Appointment of Committee Members**

The Green Convenor/Chair will be appointed by, and sits on, the [Management Committee/Board].

Appointment of members of the Green Committee is by recommendation by the Green Committee, and approval by the [Management Committee/Board].

Club members should be actively encouraged to note their interest in joining the Green Committee and provided a suitable outline of the role and requirements.

**Composition**

The composition of the Green Committee should be representative of the wider club membership and seek to best represent the interests of all members.

**Additional Committee Contributors**

The Green Committee may, periodically, invite contribution or attendance from individuals with the ability to support or inform discussion and decision-making. These may include, but are not limited to:

* Finance Convenor / Treasurer
* Deputy Golf Course Manager
* Club Professional
* External consultants (Agronomist, Course Designer, Ecologist, etc.)

**MEETINGS**

**Frequency of Meetings**

The Green Committee should hold a minimum of four meetings per year. Meetings should be scheduled as soon as practical after the club AGM and notice provided to all Green Committee Members.

**Attendance and Quorum**

Green Committee members are expected to attend a minimum of 75% of Green Committee meetings.

Quorum is not less than 50% of the voting Green Committee members.

**Meeting Agenda & Papers**

Green Committee meeting agenda should be circulated to all members no-less than 7-days in advance of the meeting date.

Committee members should be afforded an opportunity to bring forward items inclusion in advance of the meeting, but no later than the circulation of the agenda.

Where necessary, meeting papers supporting agenda items will be attached with the agenda and Committee members will review these in advance of the meeting.

**Minutes and Reporting**

The Green Committee will produce concise minutes and actions arising from each meeting. The previous meeting minutes and actions will be reviewed at the subsequent meeting to track progress.

Green Convenor/Chair will produce a [Management Committee/Board] report to ensure transparency and oversight. Any recommendations from the Green Committee should be put forward to [Management Committee/Board] for review as part of this report.

The Green Committee will be responsible for supporting the Green Convenor, General Manager and Course Manager in production of an annual report for circulation to the membership.

**GREEN COMMITTEE OBJECTIVES AND RESPONSIBILITIES**

The detailed objectives of the Green Committee are:

* Oversight of the golf course and surrounds.
* Ensure that the golf course strategic and operational plans are delivered, monitored, updated and reviewed.
* Approval and review of relevant club policies for the golf course including but not limited to Course Policy Document, Ecological Management Policy
* Support the General Manager and Course Manager in obtaining suitable advice and guidance from external consultants to inform the review and updating of relevant plans and policies.
* Working with the Course Manager, General Manager and Finance Convenor/Treasurer to support the production and monitoring of the annual course budget as approved by the [Management Committee/Board].
* Working with the Course Manager, General Manager and Finance Convenor/Treasurer to support the production and monitoring of capital renewal and new capital project budgets.
* Working with the Course Manager, General Manager and Finance Convenor/Treasurer to review and seek authorisation for any expenditure outwith budgets.
* Ensure Course Manager and General Manager are supported in developing and training course staff.
* Ensure Course Manager and General Manager are supported in meeting all legislative, H&S and employment law requirements.
* Oversight and contributing to the production of member communications related to the golf course.
* Familiarity and ability to communicate reasoning to members for decisions related to the golf course.
* Undertake to engage with fellow club members informally and diplomatically.
* Form and oversee short-term working or project groups for specific tasks as determined necessary.

**Golf Course Strategic and Operational Plans**

The management and development of the golf course will be determined by the strategic and operational plans. The Green Committee will be responsible for reviewing and recommending changes and improvements to those plans.

Any operational recommendations will be discussed at Green Committee and consensus should be achieved.

Recommendations to changes to the Strategic Plan should be discussed at Green Committee before submitted to Management Committee/Board for consideration as part of their oversight of the strategic plan.

**Authority & Accountability**

Final authority and accountability for strategic, fiscal and day-to-day issues will be laid out in an accountability matrix. This document will clarify the individual responsible for key aspects, as well as the role of Green Committee in supporting them.