**CLUB NAME** (your Club)

**OFFICE BEARER POSITION** Green Committee Member

**REPORTS TO** Green Convenor

**MAIN PURPOSE** To provide oversight to the Board of the golf course

**TERM OF OFFICE** 2 years

**GENERAL EXPECTATIONS AS SUB-COMMITTEE MEMBER:**

* Attendance at meetings, held [monthly], generally on [3rd Wednesday] of the month.
* Chair Green Committee.
* Ensure that a written report from your area of responsibility is submitted at least [7] days ahead of each Board meeting.
* Support other sub committees through attendance at their meetings if requested to do so.
* As a Board, represent the best interests of the membership.

**SPECIFIC DUTIES OF A GREEN COMMITTEE MEMBER WITHIN THE GREEN COMMITTEE:**

* Attend Green Committee meetings.
* Raise any issues appropriate for inclusion in future Green Committee meetings as early as possible, in writing to Green Convenor.
* Read Green Committee meeting agendas, papers in advance of attending meetings.
* Undertake any assigned actions arising from Green Committee meetings.
* Support the Chair of Green Committee to ensure effective and enjoyable meetings.
* Contribute positively to meeting discussions and seek to find an agreed way forward.
* Be familiar with golf course strategic plan and contribute to annual review (if necessary).
* Be familiar with accountability matrix and contribute to annual review (if necessary).
* Be familiar with Green Committee Green Committee Terms of Reference and contribute to annual review (if necessary).
* Be familiar with Green Committee Meeting Rules and contribute to annual review.
* Endeavour to communicate to Green Convenor frequently.
* Seek to informally engage with as wide a range of fellow club members as possible to gather perspectives on the golf course.
* Seek to communicating Green Committee decisions and reasoning.
* Encourage club members to contribute to member surveys and focus groups as formal opportunities for them to share feedback about the golf course.
* Support Golf Course Manager, and Greenstaff.
* Identify opportunities for, and contribute to, member communications regarding the golf course.
* Contribute to the production of annual golf course report for member information.
* Seek to identify potential Green Committee members that suit the Role Description outlined.
* Support fellow Green Committee members.

**IDEAL SKILLS & TRAITS FOR ROLE**

* Enthusiastic and passionate about the club and golf course
* Long-term outlook
* Friendly and positive demeanour
* Well organised
* Strong communicator
* Team-player
* Diplomatic
* Willingness to adapt and respond to change
* Aware of, and active within, wider club membership perspectives
* Prepared to make regular time commitment to club
* Ability to use basic IT and software
* Willing to develop understanding of basic principles of turfgrass management, golf course design, etc.