**CLUB NAME** (your Club)

**OFFICE BEARER POSITION** Green Convenor

**REPORTS TO** The Chairman

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

**TERM OF OFFICE** 3 years

**GENERAL EXPECTATIONS AS [Management Committee/Board]** **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.

**DUTIES APPLICABLE AS [Management Committee/Board]** **MEMBER:**

* Establish policy and strategy for the club.
* Support Senior Management to make day-to-day operational decisions, without interference.
* Work with the Green Committee, General Manager and Course Manager to create a draft budget for your area of responsibility for consideration in the annual budget process.
* Monitor progress to objectives within the annual budget and strategic plan.
* Consider fully the recommendations made by all sub-committees, with appropriate action
* Contribute to the enforcement of club rules, and where necessary the disciplinary process

**SPECIFIC DUTIES OF THE GREEN CONVENOR WITHIN THE [Management Committee/Board]**:

* Provide support to the Course Manager and General Manager with regard to day-to-day running of the golf course.
* Ensure standards and strategies set by the [Management Committee/Board] are in place and observable.
* Ensure that course staff work within approved budgets set by the [Management Committee/Board].
* Bring forward recommendations and proposals from the Green Committee.
* Work in harmony with the Match & Handicap Committee to ensure respective needs are met particularly with regards to competition and maintenance scheduling.
* Provide a two-way communication with members in order to handle member wants, needs and complaints.
* Understand the equipment needs and demands of the golf course.
* Work in harmony with the House Convenor regarding upkeep of outdoor areas such as car parks, patio, and gardens.
* Ensure that all course development proposals are thoroughly considered with professional guidance, as necessary.

**SPECIFIC DUTIES OF THE GREEN CONVENOR WITHIN THE GREEN COMMITTEE:**

* Ensure the Green Committee has an appropriate meeting schedule.
* Ensure Green Committee meeting agendas, papers are circulated in advance of meetings.
* Ensure Green Committee minutes and actions are recorded and circulated after meetings.
* Where necessary, hold preparatory meetings with General Manager and Golf Course Manager ahead of Green Committee meetings.
* Chair Green Committee Meetings effectively.
* Diplomatically hold Green Committee members accountable for their actions agreed in meetings.
* Ensure that golf course strategic plan is communicated within Green Committee, facilitate Green Committee to review if necessary, and bring forward proposals arising to [Management Committee/Board].
* Ensure that accountability matrix is communicated within Green Committee, facilitate Green Committee to review annually and update if necessary.
* Ensure that Green Committee Green Committee Terms of Reference is communicated within Green Committee, review annually and update if required to ensure continued relevance and successful implementation.
* Review and communicate Green Committee meeting rules to all Committee members.
* Seek to determine strategic issues arising and facilitate Green Committee to bring recommendations to [Management Committee/Board].
* Seek to engage Green Committee members informally to ensure they remain engaged and actively contributing.
* Seek to engage with club members informally and gather perspectives on the golf course, whilst communicating decisions and reasoning.
* Ensure that member surveys and focus group outcomes are utilised to inform Green Committee discussions and recommendations.
* Respond to member feedback/correspondence regarding the golf course as appropriate and necessary.
* Identify and contribute to member communications regarding the golf course.
* Lead the production of annual golf course report for member information.
* Seek to identify potential Green Committee members that suit the Role Description outlined.
* Ensure that all new Green Committee members have an appropriate induction/orientation to their role.

**IDEAL SKILLS & TRAITS FOR ROLE**

* Enthusiastic and passionate about the club and golf course
* Long-term outlook
* 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
* Experience in strategic planning, financial planning, and management
* Ability to use basic IT and software
* Appreciation of basic principles of turfgrass management, golf course design, etc. or willing to make a commitment to develop understanding.