



1. General Terms

Refer the document / section referencing the Common Elements of Sub-Committees for each of the Clauses in this document.

Board Representatives 2020-2021: Eric Harrison & Tony Carolan.

2. Scope / Accountability / Purpose / Responsibilities / Duties

a. Scope

The Specific Scope is areas relating to the Facilities:

- i. Club House.
- ii. Bar.
- iii. Kitchen.
- iv. Locker areas.
- v. Storage areas.
- vi. Hire equipment – carts, clubs.
- vii. Residence.
- viii. Car Park.
- ix. Cart Sheds and similar structures.
- x. Gazebo and similar structures.

b. Purpose

The Specific Purpose is to:

- i. Maintain and improve the physical assets of the Club.
- ii. Run the Club on a business basis, and with a profitable return.

c. Responsibilities

The specific areas of responsibility are:

- i. Maintenance, operation and security of the Facilities.
- ii. Profitable operation of the Bar and Facilities.
- iii. Legal responsibilities relating to Bar Services and Facilities.
- iv. Long-term (5 year +) Facilities Improvement Plan for the benefit of Members.
- v. Management of the leasing of the Residence.
- vi. Note – Staff items (work hours, duties etc) are handled by the Board.

d. Duties

The specific duties are:

- i. Establish and review a program of regular maintenance works required to be performed on each of the components making up the Facilities. This can include Working Bees as required.



- ii. Review security breaches and recommend improvements to the Board.
- iii. Develop and manage a Board-approved Club House roster (both paid and volunteer staff).
- iv. Develop and manage a Plan to ensure all licences, certificates, insurances etc are current and effective.
- v. Liaise with other Sub-Committees on matters relating to the Facilities.
- vi. Develop a multi-year Facilities Improvement Plan to guide the co-ordinated maintenance, development and improvement of the Facilities.
- vii. Implement the Board-approved elements of the Improvement Plan.
- viii. Give advice and implement projects approved by the Board.
- ix. Recommend to the Board any purchases required.
- x. Develop and implement a Board-approved Schedule for Bar and Club House Costs / Income Review, including Stock-Takes.
- xi. Develop and review processes for Facilities hire, functions and Hire Equipment practices.
- xii. Manage and review, with the Board-approved Real Estate agent, the lease of the Residence.
- xiii. Recommend strategies to the Board for training opportunities and the transfer of skills and knowledge to other staff / volunteers.
- xiv. Recommend to the Board leave management strategies.
- xv. Identify and recommend to the Board OH&S (Occupational Health & Safety) management.
- xvi. Review financial reports relating to the Course and identify trends and issues, and make recommendations for improvements.
- xvii. Recommend items to the Board for inclusion in the 12-month and 5-year Budgets.

3. Financial Responsibilities

Refer the document / section referencing the Common Elements of Sub-Committees.

4. Sub-Committee Members / Composition

The Board Representative shall be the Club President, or delegate.

A second Board Appointment shall be made by the Board.

Two to four other Sub-Committee Members make up the Sub-Committee.

5. Meetings

Meetings shall be held at least once every 3 months.