



### **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: Sue Pearson.

### **2. Scope / Accountability / Purpose / Responsibilities / Duties**

#### **a. Scope**

The Specific Scope is areas relating to:

- i. Grants
- ii. Golf Programs
- iii. Promotional Opportunities

#### **b. Purpose**

The Specific Purpose is to:

- i. Identify and implement Grants for the improvement of the Club.
- ii. Identify and implement Programs and Opportunities provided by external bodies to the benefit of the Club.

#### **c. Responsibilities**

The specific areas of responsibility are:

- i. Manage Grant applications, implementation and acquittals.
- ii. Manage the implementation of Programs and Opportunities offered by external bodies.

#### **d. Duties**

The specific duties are:

- i. Review the status of Board-approved Grants and ensure their progress.
- ii. Review the Financial Reports relating to Grant monies and associated Club monies.
- iii. Identify and assess potential Grants offered from bodies such as Latrobe City, Victorian Government.
- iv. Identify and partially plan potential projects that may qualify for Grants, in conjunction with the Sub-Committee Finance.
- v. Identify and assess potential Programs and Opportunities offered from external bodies (Golf Australia, GippSport etc).
- vi. Review the status of Board-approved Programs and Opportunities.



### **3. Financial Responsibilities**

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

### **4. Sub-Committee Members / Composition**

A Board Representative shall be appointed by the Board

One to two other Sub-Committee Members shall make up the Sub-Committee.

### **5. Meetings**

Meetings shall be held at least every 3 months.