



KEMNAY GOLF CLUB

Management Committee Members'

Roles and Responsibilities



KEMNAY GOLF CLUB - MANAGEMENT COMMITTEE STRUCTURE

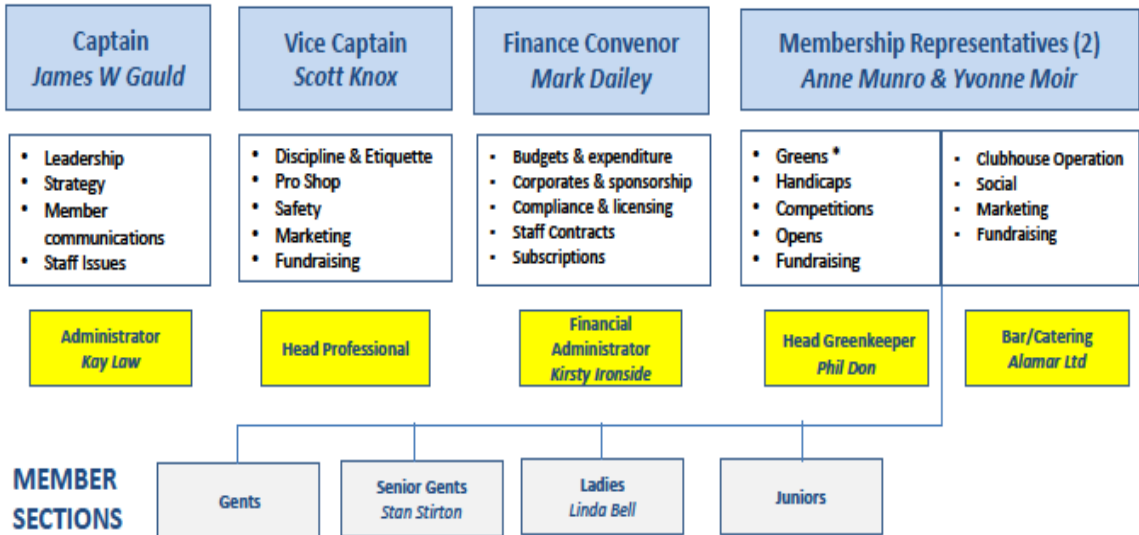
Strategy: to promote and sustain sound governance and administration to meet all challenges to enable the Club to be financially secure



Kemnay GC Constitution

Kemnay GC Members Protocol Document

Roles & Responsibilities Document



* Graham Young covering in an advisory capacity for 2017-18

Handicap Sub Committee (as required by CONGU) – Captain, Vice Captain, Membership Representative (AM) and Administrator
Disciplinary Committee: Vice Captain, Graham Young, Membership Representative (YM)
Appeals Committee: Captain, Finance Convenor, Membership Representative (AM)

Information

The Constitution states “the Management Committee shall consist of five Members and 3 shall be required to form a quorum. A minimum of six Committee meetings will be held in any one year. Management Committee Members are elected at the AGM for a period of two years.”

Meetings will be chaired by the Captain or, in his absence, the Vice-Captain.

Management Committee Members must make every effort to attend all meetings. If unable to attend a Management Committee meeting, apologies should be sent by email to the Administrator by the Friday prior to the meeting.

Members must prepare for meetings and, if unable to attend, should email a report or indicate that no report will be forthcoming.

Management Committee meetings should be held ideally on the first Monday of the month and will start at 7.15pm.

All discussions at Management Committee meetings must be confidential until the minutes are ratified at the next Management Committee meeting.

Decisions taken at Management Committee meetings will be communicated to the membership through the minutes written by the Administrator.

Communication

Any Member who wishes to contact the Club should do so initially through the Administrator.

- The Administrator will respond to the enquiry, with reference to the Members Protocol Document if required.
- If the response is unknown, the Roles and Responsibilities document determines to whom the Administrator sends the initial email for a response – Cc to Captain and Vice-Captain.
- If there is any doubt as to whom the email should be sent, it should be forwarded to the Captain and Vice-Captain who will decide on the appropriate course of action.
- In such cases, the Captain (or Vice-Captain if standing in for the Captain), will formulate a reply, or ask any other Management Committee member or member of staff to draft a response. This would be copied to the Captain and Vice Captain.
- If the issue persists, it can be taken up at a Management Committee meeting.
- If there is a suggestion[s] from a Member which could be implemented for the good of the Club, the Management Committee should adopt it. This would be seen in the minutes.

Roles and Specific Responsibilities

Captain

- Responsible for overall leadership and strategic development of the Club.
- Custodian of the Club Constitution and Protocol Document (Administrator).
- A primary signatory for the Club.
- Chairs Management Committee meetings and has casting vote.
- Chairs and leads proposals and discussion at Annual General Meetings.
- Chairs Handicap Committee Meetings.
- Ensures Members are kept up-to-date with key developments in the Club via email and newsletters (Administrator).
- Promotion and marketing of the Club (Administrator).
- Responsible for ensuring that all problems raised by employees are appropriately heard and resolved.
- Line Manager of Administrator.

Vice-Captain

- Stands in for Captain whenever necessary.
- A primary signatory for the Club.
- Oversees Pro Shop department budget.
- Monitors Club Facebook page.
- Promotion and marketing of the Club.
- Deals with any issues pertaining to Members' discipline, behaviour and no shows (Administrator).
- XACT Contract covering the provision of health and safety and employment law services (Administrator and FA).
- Fundraising
- Line Manager of Head Professional.

Finance Convener

- Monitors financial performance.
- A primary signatory for the Club.
- Monitors the financial position and reports to the Management Committee at monthly meeting.
- Signatory on bank mandate/approve invoices over £500.
- Recommends Department Budgets for the Pro Shop, Clubhouse and Course to the Management Committee.
- Ensures PCI Compliance.
- Offers adhoc support to Financial Administrator, e.g. FCA Application, Declaration of Compliance for Auto Enrolment.
- Attendance, together with the Financial Administrator, annual meeting (December) with Accountant.
- Reviews and amends annual budget proposed by Financial Administrator.
- Agrees any staff salary increases, bonuses and employer contribution percent.
- Oversees Corporate membership and Sponsorship opportunities (Administrator)
- Key inputs to setting of membership fees, green fee rates, etc.
- Line Manager of Financial Administrator.

Membership Representative (1)

- Acts as the handicapping authority for all home members.
- Ensures that the spirit and intent of the CONGU UHS is properly applied (Administrator).
- Calculates and maintains handicaps in accordance with CONGU UHS requirements (Administrator).
- Involvement in Club Disciplinary Cases (rules/etiquette).
- Organises annual prize-giving (Administrator).
- Identifies winners and arranges the engraving of Gents' trophies (Administrator).
- Compiles fixture list (Administrator).
- Carries out handicap review and adjusts handicaps accordingly (Administrator).
- Oversees matchplay draws, decides round closing dates and deals with disputes (draws are done on computer by the Administrator).
- Oversees the running of open competitions (Administrator).
- Allocates handicaps to new Members (Administrator).
- Responds to enquiries regarding handicaps and Rules of Golf (Administrator)
- Fundraising

Membership Representative (2)

- Supports Alamar in identifying and correcting problems with the fabric of the Clubhouse.
- Oversees Clubhouse Facebook page.
- Liaises with Alamar to promote social activities and fundraising within the Clubhouse.
- Point of contact between membership and Management Committee on matters arising relating to the Clubhouse.
- Point of contact between the Management Committee and Alamar, in relation to matters arising with regards to the Clubhouse and general day-to-day operations of the bar and catering.
- Assists Alamar in marketing their services.
- Leads any management of change relating to the development of the Clubhouse facilities and service offering.
- Works with Finance Convener to agree and implement budget for Clubhouse.
- Fundraising

Greens Advisory Representative

- Meets Head Greenkeeper on a monthly basis in the summer season.
- Liaises with Head Greenkeeper regarding course improvements and expenditure.
- Strategic course planning, including winter programme.
- Line Manager for Head Greenkeeper.