

## DOUBLEVIEW BOWLING CLUB (INC)

### HOUSE AND GREENS COMMITTEE CHARTER

#### Purpose

The house and greens committee is in place to oversee to preparation, maintenance and upkeep of the Clubhouse, Playing Surfaces, General Surrounds and other associated amenities of the Club.

#### Structure

The committee shall be comprised of the following members;

- **Chairman** – House and Greens Director from the Management Committee
- **Committee Members** – as appointed by the Management Committee in conjunction with the Chairman as deemed necessary.
- **Club Manager** – the Club Manager may be invited to attend meetings as necessary.

#### Objectives

The objectives of the house and greens committee are;

- To ensure the clubhouse facilities and associated fixtures and fittings are in keeping with the goals of the Club to provide a welcoming and friendly environment to members, guests and the local community.
- To ensure the playing surfaces and associated amenities are presented in the best possible manner in line with the strategic goals of the Club.
- To ensure all contracts entered into in relation to the maintenance of the Club facilities are reviewed as required and are in the best interests of the Club and in line with the strategic plan.
- To prepare a budget for the Finance Committee which should include any expected extraordinary purchases or expenses for the financial year.

#### Roles and Responsibilities

- **Greens and Club Surrounds**
  - The committee, with input from Head Greenkeeper shall prepare a detailed document on the procedures required to present the playing surfaces and surrounds in the best possible manner.
  - Develop key performance indicators in relation to playing surfaces to ensure that measurement of the effectiveness of the programme developed is achievable.
  - To develop an annual operating budget in regards to the maintenance of the Club playing surfaces and surrounds.
  - To review capital requirements for plant and machinery and other items of capital expenditure required to meet the Club's strategic objectives and provide that information to the Management Committee for approval.
  - To support the head greenkeeper in his role to provide him with the best opportunity to fulfil the requirements of his position and provide the best possible playing surfaces for club members and guests to the Club.
- **House**
  - The committee, with input from the Club Manager, shall provide the Management Committee with a monthly report on the state of the Clubhouse and identify any items that are not in keeping with the Club's strategic objectives.

- Provide recommendations on capital improvement items to the Clubhouse facility and associated amenities to the Management Committee for approval.
- To provide recommendations to the Management Committee on the appointment of necessary contractors that are required to assist with the upkeep of the Clubhouse facilities and in conjunction with the Club Manager review the performance of the contractors against agreed performance indicators.

**Review of Charter Document**

This document is to be reviewed by the Management Committee at the first meeting of the committee following every Annual General meeting.

**Review Date**

*1<sup>st</sup> Draft – July 2014*