



Charter: House Committee

The committee is a sub-committee, and is responsible to the Board of Directors.

The primary responsibility of the House Committee is to ensure the Clubhouse and associated Function centre becomes the Function Centre of choice at the Gateway to West Gippsland.

Structure

The House Committee will comprise at least 5 and no more than 7 members and will be composed of the following:

- Board Member Chair with President ex-officio and at least one other Board Member
- Up to 2 other Club members with special interest/expertise in facilities and facilities management
- In attendance, General Manger, Business Development Manager and Senior Catering Manager
- Others can be seconded if required

A quorum for the House Committee will be 3 members. The House Committee must meet at least once a month. Committee members are appointed annually.

Responsibilities

The House Committee is responsible for the overall success, maintenance and presentation of the Clubhouse and surrounds and this includes the following:

- Help ensure adherence with Clubhouse presentation standards inside and outside;
- Make recommendations to the Board on major Clubhouse development and/or improvements and maintenance schedule;
- Oversee and report on the approved recommendations for Clubhouse
- Ensure the club maintains all Occupational Health and Safety and other legislative requirements;
- Offer input for tournament scheduling and events and to coordinate use of clubhouse facilities with Events & Communication and Match Committees;
- Liaise regularly with the Board, staff and the Club Members.

Committee Members' Duties

Committee members must carry out their duties in compliance with all applicable rules, legislation, regulations and the Club Constitution.

In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Fully understand their responsibilities and accountabilities – in particular to the delegation of authority and conflict of interest;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;



- Communicate necessary information in an open and transparent way;
- House Committee members are bound by the principle of fairness and transparency and will always ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

Role of the Chairperson

The responsibilities of the Chair are principally to:

- Chair House Committee meetings and ensure effectiveness;
- Facilitate the effective contribution of all Committee Members;
- Establish with the Manager the agenda for meetings;
- Report regularly to the Board on the House Committee activities;
- Work collaboratively with the General Manager to ensure the GM can enact the direction of the House Committee;
- Be the main point of contact and communication between the Board and the House; Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead an annual review of the House Committee's performance ensuring that the delegated authority of the House Committee and desired outcomes are clear;
- Ensure House Committee members maintain a thorough understanding of the maintenance systems, persistent Clubhouse issues and OH&S obligations. This may mean from time to time various members may attend training courses or seminars covering relevant topics.

Equal Opportunity and Workplace Bullying

The Drouin Country Club is wholly committed to the principle of Equal Employment Opportunity (EEO). All members of the House Committee are responsible for ensuring their behaviour is free of harassment, discrimination or victimization of any other person.

Date of Board Resolution: _____

Name: _____ Signed: _____