



GUIDANCE NOTES FOR NEW COMMITTEE MEMBERS

Revised June 2011

This document is meant to be a guide and in no way should be regarded as final. All clubs have rules and these should be studied carefully by all newly elected committee members. Some clubs also have a set of Standing Rules for Committee Members which will inform them of the procedures and decisions taken in the past. If this is the case you will most likely be given a copy prior to your first meeting. It should also be remembered that if the Club is a Limited Company then any Directors will have to conform to the Companies Act.

- ☛ Study the club rules in relation to the committee and also if they mention the role played by sub committees.
- ☛ The agenda for the meeting along with the minutes of the previous meeting are normally sent out prior to the meeting. If they are not posted find out the procedure for receiving them. Some clubs have cubby holes for committee members' mail.
- ☛ At the first meeting of the new committee for the year it is usual for the Chairman to outline his policy as regards meetings for the year and what is expected of members of the committee.
- ☛ Most clubs will supply new members with copies of minutes of previous meetings so that they can brief themselves on what has happened in the past.
- ☛ Often the members at this meeting are drafted onto sub committees such as Green or House.
- ☛ There should be rules of procedure for bringing matters up under any other business which at many clubs these items will not be discussed but placed on the agenda for the next meeting or if necessary referred to the relevant sub committee.
- ☛ It is normal procedure not to vote on any item that has not be included on the agenda but to defer it until the next meeting. This avoids hasty decisions taken late at night which invariably have to be rescinded later on.
- ☛ Confidentiality is important in all committees and the chairman should clearly spell out what can or cannot be discussed outside the meeting.
- ☛ When a vote is taken and a proposal carried even if only by one vote it is incumbent on all members of the committee to support it or if they feel unable to then they must resign.
- ☛ Sub committees are covered by all the rules and procedures as laid down by the main committee.
- ☛ Find out the Terms of Reference for committees if any and what they can or cannot do.

- ✿ Being on the committee puts an onus on those persons to support functions at the club and to regularly attend the club both on the course and in the clubhouse. If a person feels unable to give this commitment then they should not take up the task.
- ✿ Members may well be expected to help out on days when major competitions are being played and should find out the policy before entering any of these events themselves as at many clubs you will be expected to help rather than play.
- ✿ House rules such as dress and any local rules on the course - you will be expected not only to adhere to them yourself but tactfully point out any members not adhering to them.
- ✿ It is normal policy for any complaints concerning staff to be referred to the Secretary/Manager who will deal with them. Members should never attempt to discipline staff or take the matter up with them.
- ✿ Always keep your eyes and ears open when at the club and report any matters that you hear or see that give you concern.
- ✿ Most clubs rightly insist that all correspondence is directed through the Secretary/Manager who then communicates with committee members as required. This policy prevents situations happening which can harm the club.
- ✿ Normally no committee member is authorised to commit the club to any expenditure without it being authorised through the office. Unauthorised expenditure by a committee member could result in him/her been liable for it.
- ✿ The member should ensure on joining the committee that the Club is properly insured through public, employee and Officers/Directors liability policies so that any claims can be met.
- ✿ A member should be aware of the Club's Health & Safety Policy and ensure that all the staff are instructed in this matter.
- ✿ An Officer of the Club can be held liable in certain cases if he/she acts outside the scope of the Club's authority therefore it is important to see that the Club Rules are framed to give as wide a cover as possible in all areas that the Club may function.
- ✿ Being a member of the committee is a responsibility which you should not undertake lightly unless you feel you can give the necessary commitment that will be required.

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