



TERMS OF REFERENCE: HOUSE COMMITTEE

(revised June 2011)

This is without doubt one of the most difficult committees to be appointed to at a golf club. In times of staff changes or general clubhouse problems members of this committee can be driven to distraction by the many comments they will get from other members. So never accept appointment to this committee unless you are prepared to put up with aggro from time to time.

General

The size and character of this committee is important and equally important to have members on it who are regulars at the club both in the bar and dining room. How you operate the clubhouse services will be important in determining the size and role of this committee. If you operate with a Bar/Clubhouse Manager looking after the general clubhouse and bar with the catering done by an outside company/individual this will take some of the pressure off the committee as they will only be responsible for the bar financially and to see that the caterer carries out their duties in line with their service agreement. If the catering is done in-house then the committee will assume greater responsibilities and will need to see that the financial side of the catering is properly controlled. The general number on a committee of this type should be at least three and no more than five. Many clubs have a representative from the Ladies on this committee but whatever policy you take try to get a good spread of members from different sections of the club. It is important that the staff Heads of Department for bar and catering attend part of the meetings to report on the current situation and answer queries from the members. The Secretary/Manager must be an integral part of this committee.

Meetings

These should not have to be held more than every other month and if you can make it five meetings a year so much the better. Again an extra meeting might have to be held for particular problems that have arisen.

Main Functions

- Oversee the bar/catering operations and see it operates within its budgets and that regular monthly accounts are available.
- To see that the bar and catering stocks are checked on a regular basis by an independent stocktaker and that any discrepancies in their report are investigated immediately. (Catering would not be included if you have an outside caterer carrying out this function.)
- To see that the bar is operated within the current licensing laws and that all staff employed in the bar and catering are properly trained and fully aware of Health & Safety regulations.

- ⌘ To see that all other staff employed or working within the clubhouse are fully aware of the Health & Safety policies of the club.
- ⌘ To see that the Gaming Machines if any are properly licensed and that adequate controls and safeguards are in action on the collection and recording of all cash from these machines.
- ⌘ To see that adequate controls are in place on the collection of cash from any public telephones within the clubhouse in which cash is taken.
- ⌘ To see that the clubhouse area is kept in a clean condition and that the club cleaners carry out their duties according to their contracts or agreements.
- ⌘ To see that the person nominated to close and open the clubhouse at the times agreed by the committee carry out their duties correctly and that all alarm systems are fully operational when the club is closed.
- ⌘ The committee should regularly inspect the club fabrics and see that they are in good order.
- ⌘ The House budget to be set annually and a five year roll over plan for all equipment and refurbishment to be in operation and reviewed annually.
- ⌘ The outside of the clubhouse and adjoining buildings, except the greenkeepers, are the responsibility of this committee who should inspect them at least on an annual basis. A periodic survey/assessment from a qualified professional should also be considered.
- ⌘ To see that the clubhouse car parking arrangements and security are reviewed annually and any measures required put to the Management Committee.
- ⌘ This committee to recommend to the Management Committee the policy on all dress and other regulations within the clubhouse.
- ⌘ To set the prices for the bar and catering within the guidelines set by the Management Committee. (If the Catering is done by an outside Caterer it is usual for this committee to still be able to negotiate the prices).
- ⌘ To liaise with the Social Committee on all matters appertaining to the clubhouse and to see that any necessary licences are obtained for these events. (This assumes there is a separate Social Committee in some instances the House Committee may undertake this function).
- ⌘ If the club has any billiard/snooker tables or other games to see that they are properly looked after and any cash taken is correctly recorded.

Staffing

The committee is responsible for all the staff but appointments other than Heads of Departments will normally be carried by the Secretary/Manager with the appropriate Head.

Appointments of Heads of Departments such as bar and catering will be done by this committee or as instructed by the Management Committee.

All staff will be assessed on an annual basis on their performances and the results discussed with them through the Secretary/Manager.

To review annually all staff salaries and wages and to recommend to the Management Committee any increases etc.

Members

To regularly explain to the members any decisions taken within the clubhouse and if necessary have informal meetings to do this.

Insurance

Although the overall responsibility for Insurance is for the Finance/Management Committee to determine, it is nevertheless the duty of this committee to inform that committee of any additional insurance they believe may be required.

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