

Working Committees Terms of Reference

AIM:

- To ensure a working relationship with all members of Honiton Golf Club that meets our Equality Policy commitment of equitable and fair treatment of all members, guests, visitors, volunteers and present and potential employees.
- No working committee shall operate in such a manner that it conflicts with the Articles of Association or the Policies and Procedures of Honiton Golf Club.
- To cover all the Men's, Ladies, Seniors and Junior section volunteer workers that are not covered by the HGC.05.C04 Board and Committee Code of Conduct and the Golf and Social Committees Terms of Reference.
- No one section shall operate outside the framework set up to meet HGC legal obligations.

Responsibility of a working committees:

- Carrying out the role / task within the framework set out in this Terms of Reference.
- All working committee personnel are responsible for taking issues that arise to the Social and Golf Committees for resolution or further consideration by the Management Board via their Captain.
- All matters arising from the Golf or Social Committees will come direct to the Management Board for consideration, amendment or review.

2.0 Working Committee Membership

- Any person willing to help the Club by running an event, competitions, matches etc. All members are bound by the "Members Code of Conduct" HGC.05.C06 which is on the HGC web site.

3.0 Authorisation to form a Working Committee

- The elected Captains for that year may organize the Working Committees as they see fit to help ensure that their year runs as smoothly as possible and that all commitments to the Club are met.
- The Board may form a sub-committee which is different from a working committee. It will have a T of R for the period of time it is in place and will have a Director as chairman which will report directly to the board.

4.0 Record keeping

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- Minutes may be kept of each Working Committee to allow effective communication between personnel but will not form part of the due diligence of the Club.
- No member of a Working Committee will keep, on a personal computer, any registered documents relating to Honiton Golf Club unless authorized to do so for a specified time period.
- All tasks will be covered by an Operating Task Folder where possible, for example, opens etc. These are revised annually by the Management Board, where recommendations will be considered.

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