

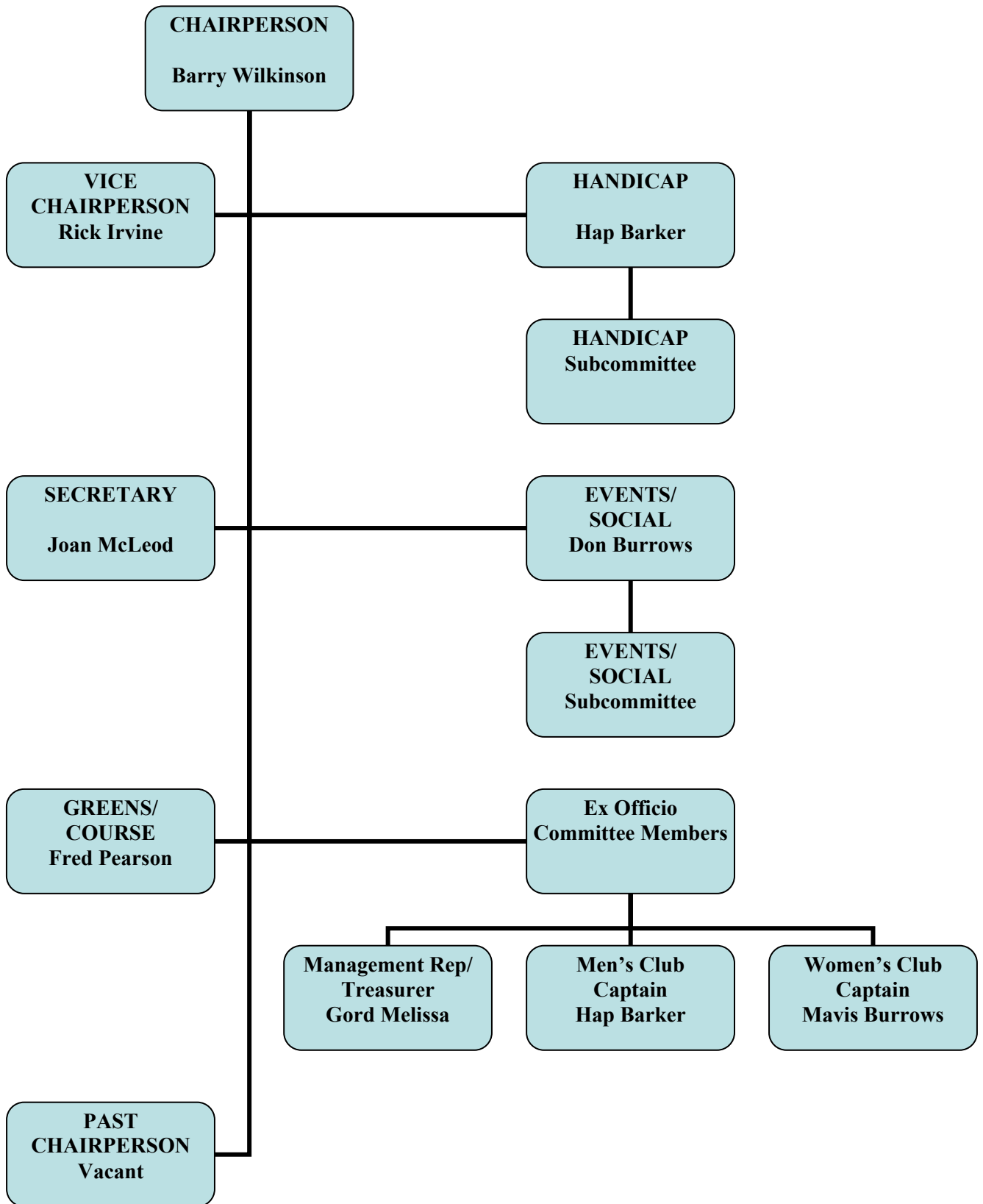
PHEASANT GLEN MEMBERS' ADVISORY COMMITTEE

MANDATE, DUTIES and RESPONSIBILITIES

Current Version: Adopted May 10, 2008

Initial Version: Adopted November 15th, 2004

2008 ORGANIZATION CHART



PHEASANT GLEN MEMBERS' ADVISORY COMMITTEE

Mandate, Duties and Responsibilities

Effective Date: May 10th, 2008

Members' Advisory Committee Mandate: To represent the membership of Pheasant Glen Golf Club in a spirit of openness and approachability and to act as liaison with Management with the objective being golf, fellowship and activities for the benefit and enjoyment of all Club Members.

Term of Office:

The Members' Advisory Committee ("**The Committee**") term commences on 1st November each year. The Committee meets each month during the March through October period and otherwise at the call of the Chair.

Committee vacancies

Members will be canvassed during the late summer for volunteers or nominations for members to fill vacancies on next years' committee. The new committee members will be announced or elected at the Fall Members Event.

Committee

The Committee fixes the responsibilities, scope of activity and authority of its Subcommittees. It holds no management authority or responsibility with respect to Pheasant Glen Golf Club. Its duties are:

- To assist and foster membership participation in Club functions
- To improve communication with Club members
- To control all funding provided to the Committee and to approve, in advance, all expenditure of Committee funds
- To receive, assess and appraise ideas, concepts and concerns as presented by members in a timely manner
- To formulate or approve policies to be carried out by the Committee or its subcommittees
- To appoint Pheasant Glen Golf Club delegates to various associations.
- To establish and oversee Subcommittees and Ad-Hoc Committees as required.

The officers of the Committee shall be Chairperson, Vice-Chairperson, Secretary, Course/Greens Chair, Events/Social Chair, Handicap Chair and Past Chairperson.

Men's and Women's Club Captains or their delegates are ex-officio members of the

Committee

A Management representative attends all meetings of the Committee as an ex-officio member. This representative has a number of responsibilities as noted under “Committee Roles”.

A quorum of the Committee shall be a majority.

Committee Roles

Chairperson: duties and responsibilities

- Shall preside at all meetings
- Is ex officio member of all Subcommittees
- Is chief liaison officer between the Committee and Club management
- Will be present at or arrange for an alternate representative at all member functions of the club, i.e. tournaments and other club affairs, P.R. events, etc.
- The Chairperson appoints the Chairpersons of Subcommittees and any Ad-Hoc committees authorized by the Committee
- Duration of term 1 year
- When the Chairperson retires, the role of Chairperson will be assumed by the Vice-Chairperson

Vice-Chairperson: duties and responsibilities

- In the absence of the Chairperson, the Vice-Chairperson shall perform all the above duties
- If the office of the Chairperson should become vacant, the Vice-Chairperson shall hold the office of the Chairperson
- Serves as primary contact for members with respect to issues arising around the Dutton Cups
- Duration of term 1 year
- The Vice-Chairperson will assume the role of Chairperson when the Chairperson’s term is completed

Secretary: duties and responsibilities

- Issues notices of meetings
- Ensures accurate and appropriate records are maintained of all Committee matters
- Distributes the minutes and reports from Members’ Committee activities:
 - to those who are on the secretary’s email list via email
 - to the Committee Bulletin Board in the Pheasant’s Nest
- Conducts or causes to be conducted various correspondence as required by the Committee

- Honours the passing of a member
- Duration of term 2 years

Events/Social Chair: duties and responsibilities

- Represents the Events/Social Subcommittee at the Committee
- Discusses plans for events with the Committee
- Prepares an Event Report after each event
- Duration of term 2 years

Greens/Course Chair: duties and responsibilities

- Solicits and provides liaison between Pheasant Glen Management and the membership at large on matters and issues related to the course and greens
- Prepares regular reports on specific plans and/or issues related to the playing course and greens
- Duration of term 2 years

Handicap Chair: duties and responsibilities

- Represents the Handicap Subcommittee at the Committee
- Reports on Handicap Subcommittee plans and activities
- Prepares an annual report for the membership
- Duration of term 2 years

Past Chairperson: duties and responsibilities

- Serves as a source of continuity and of historical knowledge to the Chairperson
- Provides advice and support to the Members' Committee
- Duration of term 1 year

Management Representative – Ex-Officio

- Informs the Committee of relevant activities, plans, actions taken etc. to be reported to the membership
- Responds to management/ownership issues brought up by the Committee, or by individual members, which are relevant to the membership as a whole
- Provides up-to-date financial reports of the Committee account and acts as Treasurer
- Participates in the planning and execution of Committee events

Subcommittees of the Committee

General duties and responsibilities for Subcommittees

- All Subcommittees shall report their activities to the Committee and operate under the authority of the Committee having only such authority as may be delegated to them

by the Committee

- Subcommittees will not function as policy making bodies but may make recommendations with respect to policies when they consider it necessary
- No Subcommittee will incur financial obligations beyond the funds authorized by the Members' Committee
- Periodic reports are required from each Subcommittee
- Each Subcommittee shall be composed of as many members as deemed necessary to be effective
- The Committee defines the scope of each Subcommittee to govern the specific activities of the Subcommittee
- No Subcommittee shall have the authority to obligate Pheasant Glen Golf Club in any way or in any sum in excess of the specific amount established by the Committee

EVENTS/SOCIAL SUBCOMMITTEE: duties and responsibilities

- In the fall of each year work with the Head Professional in setting the standard Members' tournament/event schedule for the following year:
 - The new members/members reception at the start of the golfing season.
 - May of each year: The Spring Members Event
 - July of each year: The Summer Members Event
 - August of each year: The Club Championship
 - September of each year: The Fall Members Event
- Assist the Head Professional in organizing and publicizing each event/tournament
 - Funds available for prizes will be authorized by the Committee
- Prepare an event report including a list of winners of each event category and any other items of interest and forward it to the Committee

HANDICAP SUBCOMMITTEE: duties and responsibilities

- Ensures substantial compliance with the RCGA Handicap System by the club and its Members. To this extent the subcommittee must:
 - Be knowledgeable of the RCGA Handicap System
 - Communicate this knowledge and requirements to the Members
 - Through monitoring and peer review seek faithful application of the System by Members
- Ensures the Club posts required notices and issues Membership/Handicap Cards to members, and in general Club and Members comply with Section 8 of the RCGA Handicap Manual

AD HOC COMMITTEES

NOMINATING COMMITTEE: duties and responsibilities

- To be chaired by someone on the Committee (generally a duty of the Chair)
- To determine the positions to be filled and communicate to the membership the need for volunteers

- To ensure the varying interests, abilities and backgrounds of the Membership will be represented in the list of candidates submitted for election/nomination
- To present to the Members' Committee the final list of names to be put forward
- To prepare and organize a ballot where an election for one or more officers is required

NEWSLETTER EDITOR

- To prepare occasional newsletters during the golf season, and otherwise as required
- Ensures Committee agreement to materials to be included in the newsletter
- To review, with the Management Representative any commentary or reports that affect administration, staff or ownership