



# Heaton Moor Golf Club Limited

## BOARD OF DIRECTORS TERMS OF REFERENCE

### Key Purpose

To ensure Heaton Moor Golf Club is managed and run successfully, has a sustainable future and meets the needs of its Members.

The Board is accountable to the Members of the Club and will provide regular progress reports throughout the year and at the Annual General Meeting.

### Structure

The Board will consist of a Chairman, 4 Directors, the Club Secretary, Men's Captain and Lady Captain, only the Chairman and Directors have voting rights. The Chairman, Directors and Club Secretary's normal term of office will be 3 years; the Captains serve for 1 year.

The Board will be supported by three main sub-committees, Golf, Clubhouse and Marketing and Membership these will each be chaired by the appropriate Director.

### Key Responsibilities of the Board

Work constructively together as a team under the leadership of the Chairman;

Ensure the confidentiality of Board discussions at all times;

Meet regularly and communicate key information to the Membership;

Operate in accordance with the Memorandum and Articles of Association and Bye Laws of the Club;

Produce, maintain and implement a 3-year Business Improvement Plan covering the Course, Clubhouse and Membership & Marketing;

Track progress against the Business Plans and report quarterly (June, September, December & March.) to the Members;

Oversee the management, administration and day to day operation of the Club;

Produce annual Budgets and monitor and control expenditure;

Aim to Increase revenue;

Aim to Improve all aspects of Customer Service to members and visitors alike.

Maintain and improve the Club's reputation;

Aim to reduce costs;

Maintain detailed financial records and produce year end accounts for the Annual General Meeting. Ensure all necessary information is provided to Companies House;

Oversee the recruitment, training and development of all Staff;

Hold "open forums" with the Membership at least twice a year;

Ensure the Club has all the appropriate up to date policies and procedures in place to comply with all applicable legislation and statutory requirements e.g. Health and Safety, Child Protection, Diversity & Equality;

Build positive relationships with the Membership and encourage constructive feedback;

Help create a positive and supportive working environment for staff and encourage open and honest communication.