



# Heaton Moor Golf Club Limited

## CLUBHOUSE SUB-COMMITTEE: TERMS OF REFERENCE

### Key Purpose

To support the Clubhouse Director in ensuring excellent bar and catering services are provided for members and visitors and that the Clubhouse and its surrounds are maintained in the best possible condition throughout the year.

### Key Responsibilities of the Sub-Committee

All Sub-Committee members will attend and play an active and constructive role in Sub-Committee meetings;

All Sub-Committee members will be familiar with and comply with the Memorandum and Articles of Association and Bye Laws of the Club at all times;

Support the preparation, maintenance and implement a 3-year Clubhouse Improvement Plan;

Oversee the day to day management and provision of bar and catering services provided in the Clubhouse;

Help ensure the Clubhouse gardens and surrounds are maintained to the best possible standards throughout the year;

Support the monitoring expenditure of against Budgets and progress against income generation or cost reduction targets;

Support the preparation of the Clubhouse Director's monthly report to the Board;

Support the maintenance a full inventory of Clubhouse furniture fixtures and fittings, including the kitchen, and ensure this is reviewed and updated at least annually;

Support the review of all supplier contracts at least every two years to ensure Club is receiving best value for money;

Participate in the appointment of the Catering franchisees;

Agree all aspects of the catering service to be provided and ensure this meets the needs of the Club, members and visitors at all times;

Ensure Clubhouse is kept secure at all times and, if appointed, act as key-holder;

Fill the roles of Clubhouse Sub Committee Secretary and Treasurer;

Support the Clubhouse Director in dealing with issues raised by neighbours, members or visitors promptly and professionally;

Build positive relationships with the Membership and encourage constructive feedback;

Note 1: - The Clubhouse Sub-Committee responsibilities include the buggy storage shed and garage, practice nets; the gardens, balcony, patio, tarmac paths around the Clubhouse, the car park and the driveway.