



House and Social Committee Charter

Composition of the House and Social Sub-Committee

- One (1) member of the Management Committee (Chairperson)
- One (1) member representative from each section (5 persons)
- Members who volunteer from the general membership (up to 3 persons)

In attendance:

- General Manager
- Food & Beverage Manager
- Function Co-ordinator

Charter

The House and Social sub-committee is tasked by the Management Committee to:

- Optimise the usage of the club's food and beverage facilities in conjunction with the General Manager, Food & Beverage Manager and Functions Co-ordinator
- Plan and promote events suitable for the entire membership
- Provide volunteer assistance with club social events
- Provide guidance to the Management Committee of the clubs furnishing and general presentation, including the gardens and clubhouse surrounds.
- Provide a conduit for House and Social information to flow to and from the club Sections and general membership
- Set the annual Club Member Function calendar

Meeting Requirements

- To meet monthly
- A quorum of a Committee or Sub-Committee shall consist of not less than two thirds of the members of that Committee or Sub-Committee at any particular time.
- Minutes of the meeting will be the responsibility of the Chairperson (or delegate) and will be provided to the Management Committee on a monthly basis.
- Minutes to include recommendations for items of consideration, feedback, approval etc to the Management Committee
- Be a conduit of information to Section Members and Members, once approval from Management has been received

Operational Authority and Objectives:

- Conduct all activities of the committee in compliance with the HYC Constitution, By-Laws, Policy Document, financial guidelines, Strategic plans approved by the Management Committee