

BREAKFAST POINT  
COMMUNITY ASSOCIATION  
DP 270347

## **COUNTRY CLUB SUB-COMMITTEE CHARTER**

### **Introduction**

The Breakfast Point Community Association DP 270347 has established sub-committees to support the Executive Committee. This Charter provides the framework for the operation and conduct of the Country Club Sub-Committee (CCSC).

### **Purpose**

The purpose of the CCSC is to support the Executive Committee in the effective and efficient management of the club.

### **Duties**

The CCSC is responsible for:

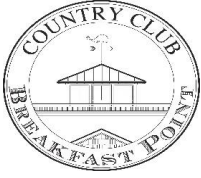
1. Oversight of the Manager of the Country Club to ensure the policies of the CA Executive Committee are followed and adhered to, and a proactive and professional approach is taken to the management and operation of the Club.
2. Monitoring the club budget against revenues and expenses and notifying the CA Executive if actuals to budget are likely to move outside of agreed parameters.
3. Providing monthly reports to the CA Executive on performance of the Country Club both financially and operationally.
4. Providing input to future years budgeting requirements.
5. Periodically reviewing, with the Manager, the currency of the Manager and Staff certifications in First Aid, RSA, and WHS.
6. Periodically reviewing, with the Manager, pricing structures, rosters and staffing levels to confirm compliance with budget, industrial agreements and awards.
7. Making recommendations to the Executive Committee on measures to improve the performance of the Club.
8. Periodically reviewing, with the Manager, the operation of the Country Club to confirm consistency with the requirements of the Work Health and safety Act 2011, Liquor Act 2007 and any other applicable State and Local Government Acts or by laws.
9. Overseeing, through the Manager, the efficient and effective operations of the Club, ensuring the Club is maintained, operated and managed in a safe and secure manner.
10. Conducting itself in accordance with the S 39 of the Community Management Scheme by- laws.
11. Developing and adhering to, in conjunction with the CA Executive, a mutually agreed communication protocol that allows the Sub-Committee to carry out its charter in a professional manner.

### **Membership**

The CCSC shall consist of:

- Chairman (preferably a member of the CA Executive);
- Secretary;
- Community Representatives (3-6 members); and
- Invited members (usually CA Exec Treasurer and Club Manager).

The CCSC may invite various parties to attend all or part of its meetings as required. These parties could include members of the community, subject matter experts or consultants working on specific projects.



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## **Meetings**

Meetings are to be held monthly or as otherwise required throughout the year.

Members are expected to attend all scheduled meetings or provide suitable advance notice of non-attendance. The Chairperson is to advise all members of a proxy if s/he is unable to attend a meeting.

A quorum will consist of a minimum of three attendees including the Chairperson. Should a quorum not be reached, the meeting will need to be rescheduled.

Members should be given adequate notice of meetings. The agenda and papers providing information on matters for discussion should be provided prior to the meeting allowing sufficient time for due consideration of the content.

Sufficient time is to be allowed to discuss agenda items.

Key decisions should be noted and any action items arising should be distributed as soon as possible after the meeting has concluded.

## **Recordkeeping**

The Secretary is responsible for maintaining all records generated by the sub-committee in the Association's recordkeeping system.

## **Reporting and Disclosure**

The CCSC will report to the Executive Committee monthly on the overall progress of the sub-committee.

The sub-committee minutes are to be appended to each CA Executive meeting and a summary of the key items discussed at each meeting is to be provided by the Chairperson in the approved format.

The CCSC is to make timely disclosure of all material developments that arise between regular Executive Committee reports.

## **Decision Making**

The CCSC is not a decision making body.

The CCSC is an advisory body designed to add value and improve the Association's operations.

All recommendations are to be made by the Chairperson or delegate.

## **Code of Ethics**

The CCSC is committed to the application of, and adherence to ethical behaviour.

Members are to declare any conflict of interest that may arise. Any member with a conflict should leave the meeting for that item, to allow the CCSC to discuss the matter or to decide to invite the member to return for discussion of the item.

In matters pertaining to the area of responsibility held by the Chairperson, the Chairperson shall delegate the Chair to an alternate Chair.

## **Review of Sub-Committee and Charter**

The CCSC shall review its performance annually and make recommendations on changes, to the sub-committee or Charter, to the Executive Committee for consideration and approval.