



---

*By Laws to reference the 17<sup>th</sup> July 2024 when the Charters were adopted by the Board.*

## **Greens Committee Charter**

---

### **1. Overview and purpose of the charter**

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the Constitution the Board has the power to delegate certain powers and authorities to various subcommittees to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Greens Committee and the basis of its delegated authority from the Board of Directors and members.

### **2. Role of the Greens Committee**

The role of the Greens Committee is to oversee investment in course maintenance, course presentation and future course development to provide the members the best possible course with the resources available.

### **3. Structure and composition of the Greens Committee**

The Kiama Golf Club Greens committee will be composed of the following

- Chairperson – Vice President.
- Women’s Golf Representative
- Veterans Representative
- 1 Club Director
- General Manager
- Superintendent (or representative)
- Pro Shop Representative
- Pro Shop Representative

## **4. Green Committee responsibilities**

The Greens Committee is responsible to the members for the overall presentation of the course this includes the following;

- Must meet at least once a month
- Liaise regularly with the Board, Course staff and the Club Members;
- Keep up to date with members' on-course issues and complaints;
- Offer input for tournament scheduling to allow appropriate timing for major course work;
- Must maintain a thorough knowledge of the course and of how/when it is playing at its best;
- Develop future plans in conjunction with course staff and Club management;
- Make recommendations to the Board on Major course development;
- Help ensure adherence with course presentation standards;
- Provide a monthly report to the Board reviewing course maintenance activities and issues.

## **5. Club constitution**

The Greens Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club. The Constitution takes precedence in the event of inconsistency.

## **6. Committee members' duties**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the maintenance of the golf course and the support of the course staff. In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Not improperly use his/her position or misuse information of the club;
- Communicate necessary information in an open and transparent way;
- Commit the time necessary to discharge effectively his/her role as a Greens Committee member;
- Engage in ongoing skill development in relation to their role as Committee member.

## **7. Role of the chair**

The responsibilities of the Chair are principally to:

- Lead the Greens Committee;
- Chair Greens committee meetings and ensure effectiveness;
- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;

- Facilitating the effective contribution of all Committee Members;
- Establish the agenda for meetings;
- Be the main point of contact and communication between the Board and the Greens Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead an annual review of the Greens Committee's performance ensuring that the delegated authority of the Greens Committee and desired outcomes are clear;
- Set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised
- When necessary be the spokesperson for the Greens Committee

## **8. Greens Committee meetings**

Greens Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By- Laws. These indicate that in general, the Greens committee should meet at least once each month.

Greens Committee meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

## **9. Professional development**

Greens Committee members must maintain a thorough understanding of the maintenance systems, persistent course issues and WHS obligations. This may mean from time to time various members must attend training courses or seminars covering relevant topics

## **10. Club Code of Conduct and protocols**

Greens Committee members are bound by the principle of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

## **11. Review of performance**

The Greens Committee will conduct an annual review of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By-Laws and the club Board

The Chair of the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

## **12. Review of the charter**

The Greens Committee will review this charter every 4 years ensure they remain consistent with the Greens Committee's objectives and responsibilities and relevant standards of corporate governance.

### **13. Publication of the charter**

This Charter will be made available to the club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

### **14. Amendment of the charter**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

The Secretary Manager is responsible for reviewing this Charter on an annual basis to ensure its continued compliance with legal requirements, corporate governance requirements applicable to the club and the Club Code of Practice, and if necessary, suggesting amendments to the Charter for consideration by the Board.<sup>1</sup>

---

# Women's Golf Committee Charter (encompassing Women Veteran Golfers)

---

## 1. Overview and purpose of the Charter

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board, in the best interests of the members as a whole.

Under clause 52 (e) of the constitution the Board has the power to delegate certain powers and authorities to various subcommittees to aid in the effective running of the Kiama Golf Club.

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Women's Golf Committee and the basis of its delegated authority from the Board and members.

## 2. Structure and composition of the Women's Golf Committee

The Kiama Golf Club Women's Golf Committee will be composed of the following positions, all of whom are to be women full members:

- President
- Vice President
- Captain
- Vice-Captain and Pennant Co-ordinator (dual role held by Vice Captain)
- Treasurer
- Secretary
- Committee Member
- Committee Member
- Committee Member
- Veterans Delegate.

## 3. Role of the Women's Golf Committee

The Women's Golf Committee is responsible to the female members for the overall administration of women's golf at Kiama Golf Club, which includes the responsibility to:

- Meet at least once a month in accordance with the Club Constitution
- Support and encourage women's golf at Kiama Golf Club
- Distribute information about golf events, club tournaments and general golf information
- Assist with induction for new members
- Assist with Club promotion and fundraising for Kiama Women's golf and any supported charities.

Members of the Women's Golf Committee must carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. Each Women's Golf Committee member must:

- Exercise care and diligence
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate
- Act in good faith in the best interests of Kiama Golf Club and its members

- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the Kiama Golf Club
- Not improperly use her position or misuse information of the Kiama Golf Club
- Communicate necessary information in an open and transparent way
- Maintain a thorough understanding of the rules of golf
- Commit the time necessary to effectively discharge her role as a Women's Golf Committee member. If 3 consecutive monthly meetings are missed by a Women's Golf committee member without an appropriate apology or excuse, that member will be asked to resign.

#### **4. Role of the President**

The responsibilities of the President are principally to lead the Women's Golf Committee and oversee Clubhouse activities. This includes the responsibility to:

- Chair Women's Golf Committee meetings and ensure effectiveness
- Ensure that meetings are conducted efficiently and that committee members have adequate opportunity to express their views and obtain answers to their queries
- Establish the agenda for meetings
- Be the main point of contact between the Board and the Women's Golf Committee
- Lead the annual review of the Women's Golf Committee
- Set a standard for Committee Members in terms of preparation for and attendance at meetings
- When necessary, be the spokesperson for the Women's Golf Committee.

#### **4. Role of the Captain**

The responsibilities of the Captain are principally to lead the overall running of Women's golf at Kiama Golf Club. This includes the responsibility to:

- Distribute information about golf events, club tournaments and general golf information
- Contribute to the preparation and circulation of the club program or fixture book
- Determine and clearly display the conditions under which competition are to be played which may include the addition of variation to local rules and is to be done in conjunction with the Pro Shop
- Supervise the processing of competition results
- Allocate and present women's trophies and prizes including dollar value and quantity
- Provide induction for new members
- Represent the Kiama Women golfers at local and district meetings
- Chair the Women's Match committee
- Determine tee times available for the various competitions, in collaboration with the Pro Shop
- Provide a monthly golf report to the Board as part of the Match Committee report
- The women's Captain will, together with the Pennant Co-ordinator, also have the responsibility to select pennant teams with support of pennant captains. The roles of Women's Captain, Pennant Co-ordinator and Pennant team captain are to be mutually exclusive of each other. Pennant selection is to be in line with the Kiama Women's Pennant Policy current at the relevant time.

## **6. Role of Match Committee**

The Match Committee is to consist of Captain, Vice Captain, President and Secretary. Its responsibilities include the responsibility to:

- Deal with and resolve disputes arising from the conduct of competitions and matches
- When required, assist the Captain to select individuals or teams to represent the club, which may also require the appointment of a team captain.
- Present the Women's Golf Committee with any reports arising from a Match Committee meeting.

## **7. Club Constitution**

The Women's Golf Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club. The Constitution takes precedence in the event of inconsistency.

## **8. Review of performance**

The Women's Golf Committee will conduct an annual review prior to the AGM.

## **9. Review of the Charter**

The Women's Golf Committee will review this Charter and ancillary documents every 4 years, to ensure it remains consistent with the Women's Golf Committee's objectives and responsibilities and relevant standards of corporate governance.

## **10. Publication of the Charter**

This Charter will be made available to the Kiama Golf Club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

## **11. Amendment of the Charter**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

# Veterans Golf Committee Charter

---

## 1. Overview and purpose of the charter

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the constitution the Board had the Powers to delegate certain powers and authority's to various subcommittee to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Veterans Golf Committee and the basis of its delegated authority from the Board of Directors and members.

## 2. Role of the Veterans Golf Committee

A veteran golfer is a member over the age of fifty five years and is currently a financial member of the Veteran Golfers Association

The role of the Veterans Golf committee is to be responsible for the control and management of our Veteran member's playing the game of golf organised by the veterans committee on the Kiama Golf course.

## 3. Structure and composition of the Veterans Golf Committee

The Kiama Golf Club Veterans committee will be composed of the following;

- President.
- Vice President
- Captain
- Vice-Captain
- Treasurer
- Secretary
- Tournament Director
- And up-to four non-executive Committee Members
- Women's Veterans Representative

## 4. Veterans Golf Committee responsibilities

The Veterans Golf Committee is responsible to the Veterans playing members for the overall administration of Veterans golf at Kiama Golf Club, this includes the following;

- Must meet at least every two months
- Promote Veterans Golf at Kiama Golf Club
- Distribute information about golf events, club tournaments and general golf information.
- Through the tournament director organise and run effective veterans tournaments.
- Contribute to the preparation and circulation of the club program or fixture book
- Determine and clearly display the conditions under which competition are to be played. This may include the addition of variation to local rules.
- Deal with and resolve disputes arising from the conduct of competitions and matches.



- Allocate Veterans trophies and prizes including dollar value and quantity.
- Select individuals or teams to represent the club. This may also require the appointment of a team captain.
- Ensure a committee representative is available at all times during relevant competitions to aid in decision making and/ or suspend play if required.
- During relevant competitions monitor play on the course to reduce any unnecessary delays
- Make recommendations stemming from complaints, reports or suggestions, to Board and/or subcommittees. Must be in writing and authorised and ratified by the Veterans Committee.
- Determine tee times available for the various Veteran competitions and liaise with Golf Operations Team.
- Provide a financial statement annually to the Kiama Golf Club Board

## **5. Club constitution**

The Veterans Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club with reference to the By Laws of that constitution, in particular by law 13.0 sub section b. The Constitution takes precedence in the event of inconsistency.

## **6. Committee members' duties**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. In discharging his/her duties, each committee member must:

- Exercise due care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its Veteran members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Not improperly use their position or misuse information from the club;
- Communicate necessary information in an open and transparent way
- Commit the time necessary to discharge effectively their role as a Veterans Committee member; and
- Engage in ongoing skill development in relation to their role as Committee member.

## **7. Role of the chair**

The responsibilities of the Chair are principally to:

- Lead the Veterans Committee;
- Chair Veterans committee meetings and ensure effectiveness;
- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;
- Facilitating the effective contribution of all Committee Members;
- Establish the agenda for meetings
- Be the main point of contact and communication between the Board and the Veterans Committee, ensuring that the Board's views are communicated clearly and accurately;

- Lead the review of the Veterans Committee's performance ensuring that the delegated authority of the Veterans Committee and desired outcomes are clear;
- Ensure that there is regular and effective evaluation of the Veterans Committee performance;
- Set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised
- When necessary be the spokesperson for the Veterans Committee or ensure suitably briefed delegate is available.

## **8. Veterans Golf Committee meetings**

Veterans Golf Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By- Laws these indicate that in general, the Veterans Golf committee should meet at least every two months.

Veterans Golf Committee Meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

## **9. Professional development**

Veterans Golf Committee members must maintain and thoroughly understand the rules of golf and the Australian handicapping System. This may mean from time to time various members must attend training courses or seminars covering relevant topics

## **10. Club Code of Conduct and protocols**

Veterans Golf Committee members are bound by the principles of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

## **11. Review of performance**

The Veterans Golf Committee will conduct regular reviews of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By Laws and the club Board

The Chair or the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

## **12. Review of the charter**

The Veterans Golf Committee review this charter every 4 years to ensure it remains consistent with the Veterans Golf Committee's objectives and responsibilities and relevant standards of corporate governance.

## **13. Publication of the charter**

This Charter will be made available to the club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

## **14. Amendment of the charter**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

# Match Committee Charter

---

## 1. Overview and purpose of the charter

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the constitution the Board has the power to delegate certain powers and authority to various subcommittees to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Match Committee and the basis of its delegated authority from the Board of Directors and members.

## 2. Role of the Match Committee

The role of the Match Committee is to be responsible for the control and management of all aspects of the playing of the game of golf on Kiama Golf Course.

## 3. Structure and composition of the Match Committee

The Kiama Golf Club Match Committee will be composed of the following

- Chairperson – Club Captain.
- Vice-Captain
- Women's Captain
- Women's Vice Captain
- 1 Club Director
- Veteran's Representative
- General Manager
- Golf Professional (or representative)
- Club Handicapper

## 4. Match Committee responsibilities

The Match Committee is responsible to the members for the overall administration of the game of golf at Kiama Golf Club, this includes the following;

- Must meet at least once a month;
- Must maintain a thorough understanding of the rules of golf so that prompt and accurate decision making can occur;
- Must maintain a thorough understanding of the Australian handicapping system including course ratings and the new slope system;
- Prepare and circulate the club program or fixture book;
- Determine and clearly display the conditions under which competitions are to be played this may include the determination of local rules;
- Deal with and resolve disputes arising from the conduct of competitions and matches;
- Allocate trophies and prizes including dollar value and quantity;
- When required must select individuals or teams to represent the club. This may also require the appointment of a team captain;
- Ensure a committee representative is available at all times during competition to aid in decision making and/ or suspend play if required;
- Apply handicaps to new members and manage the handicaps of existing members;

- Provide education options for new members;
- Monitor play on the course to reduce any unnecessary delays;
- Make recommendations of Green fee amounts;
- Determine tee times available for the various competitions;
- Provide a monthly report to the Board reviewing golf activities and issues. This should include the Women's Committee and Veterans Committee monthly reports.

## **5. Club Constitution**

The Match Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club. The Constitution takes precedence in the event of inconsistency.

## **6. Committee members' duties**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Not improperly use his/her position or misuse information of the club;
- Communicate necessary information in an open and transparent way;
- Commit the time necessary to discharge effectively his/her role as a Match Committee member;
- Engage in ongoing skill development in relation to their role as Committee member.

## **7. Role of the chair**

The responsibilities of the Chair are principally to:

- Lead the Match Committee;
- Chair Match committee meetings and ensure effectiveness;
- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;
- Facilitate the effective contribution of all Committee Members;
- Establish the agenda for meetings;
- Be the main point of contact and communication between the Board and the Match Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead the review of the Match Committee's performance ensuring that the delegated authority of the Match Committee and desired outcomes are clear;
- Set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised
- When necessary be the spokesperson for the Match Committee.

## **8. Match Committee meetings**

Match Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By-Laws. These indicate that in general, the match committee should meet at least once each month.

Match Committee Meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

## **9. Professional development**

Match Committee members must maintain a thorough understanding of the rules of golf and the Australian handicapping System. This may mean from time to time various members must attend training courses of seminars covering relevant topics

## **10. Club Code of Conduct and protocols**

Match Committee members are bound by the principles of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

## **11. Review of performance**

The Match Committee will conduct an annual review of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By Laws and the club Board

The Chair or the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

## **12. Review of the charter**

The Match Committee will conduct a review of this Charter every four years to ensure that it remains consistent with the Match Committee's objectives and responsibilities and relevant standards of corporate governance.

## **13. Publication of the charter**

## **14. Amendment of the charter**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

The Secretary Manager is responsible for reviewing this Charter on an annual basis to ensure its continued compliance with legal requirements, corporate governance requirements applicable to the club and the Club Code of Practice, and if necessary, suggesting amendments to the Charter for consideration by the Board.<sup>2</sup>

---

<sup>2</sup> Extracted from ClubsNSW Club Industry Guide, Appendix 2: Model Board Charter.

