

THE HOUSE COMMITTEE

As set out in the Tairua Golf and Country Club Constitution 11.

Every sub-committee may include a member of the Board and shall elect a Chairperson from its membership.

(ii) Each sub-committee is required to submit a report of its activities quarterly or as requested by the Board.

(iii) Every sub-committee shall operate within the rules, and delegated powers in accord with the Constitution and By-Laws.

House Committee Members

The PR Manager, Members from Ladies and Men's Golf and other Board or co-opted Members possessing the appropriate skills set.

Role

To maintain to the highest standard, the presentation of the facilities of the Clubhouse and its surrounds for the enjoyment of members and visitors.

HOUSE COMMITTEE RESPONSIBILITIES

- * Overseeing and organising any maintenance or redecoration requirements in the club rooms. (Including office, bathrooms, kitchen, bar, and social area.)
- * Maintaining cleanliness and tidiness of club rooms. (Including liaison with cleaner and removal of general.)
- * Maintaining and supervising a pest control regime.
- * Managing bookings of club rooms by outside organisations and liaising with such groups or individuals.
- * Liaising with kitchen committee re dates for any catering required, suggested menus etc.
- * Ensuring club by-laws and health and safety regulations are communicated to all users of the club rooms.
- * Overseeing the overall presentation, décor, and furniture arrangement of the club rooms.
- * Purchasing items of equipment and furnishings as required and approved by the Board.
- * Organising the exterior maintenance of the clubhouse.
- * Arranging decorations, flowers, furniture when functions are booked and ensuring after the event the club rooms are restored to their usual format and cleanliness.
- * Communicating with the PR manager, Board, Bar Manager, Kitchen Committee as and when appropriate.

By-Law passed on

Signed: