



**FLAGSTAFF RANCH
GOLF CLUB**

Member Committee
Responsibilities

2023 Approved



Flagstaff Ranch Golf Club

Finance Committee Description

Title: Finance Committee Member

Function: Participant on Volunteer Member Committee

Objective: This committee shall develop and recommend to the Board those financial principles, plans, and courses of action that provide for mission accomplishment and organizational financial well-being. Consistent with this responsibility, it shall review the annual budget and submit it to the Board for its approval. In addition, the committee shall make recommendations with regard to the level and terms of indebtedness, cash management, investment policy, risk management, financial monitoring and reports, employee benefit plans, signatory authority for expenditures and other policies for inclusion in the BPM that the committee determines are advisable for effective financial management. The Board Treasurer will serve as the Chair of the Finance Committee.

Responsibilities:

- Working knowledge of Golf Club governing documents including: Golf Club Bylaws, Golf Club Easement, Golf Club Rules, Sections of Community CCR's relevant to the Golf Club
- Work collaboratively with Management, Staff, and other committee members for the best interests of FRGC
- The finance committee shall review the annual budget presented by the General Manager, and submit it to the Board for its approval
- Understand financial best practices for Private Golf Clubs
- Develop long term financial goals and strategies for the club
- Review weekly/monthly reports provided by Controller
- Utilize external comparative data to assist in evaluating FRGC performance and actions
- Evaluate funds requirements for operating performance
- Evaluate funds requirements for capital needs and maintain an adequate reserve fund
- The committee shall make recommendations with regard to the level and terms of indebtedness, cash management, investment policy, risk management, financial monitoring and reports, employee benefit plans, signatory authority for expenditures and other policies for inclusion in the Board Policy Manual that the committee determines are advisable for effective financial management
- Ensure an annual audit or review is performed by a CPA and make such recommendations it deems appropriate to the board and membership regarding the finances of the club
- To attend and actively participate in monthly meetings
- To attend at least one (1) board of directors meeting annually
- Maintain financial document confidentiality
- Sign Code of Conduct located in the Board Policy Manual



Flagstaff Ranch Golf Club

House Committee Description

Title: House Committee Member

Function: Participant on Volunteer Member Committee

Objective: This committee shall provide input to the Clubhouse Manager and Executive Chef in the following areas: Food and Beverage, Entertainment/Social Events, Clubhouse facilities, and Club Communications.

Responsibilities:

- In collaboration with the management team, develop ideas to engage the membership and increase participation in club sponsored events while increasing utilization in the club's dining spaces
- To attend and actively participate in monthly meetings
- Recommend to the board any changes in club rules or club policy relating to the clubhouse operation
- Serve as a liaison to the management team for improvements, repairs, replacement, alterations and maintenance of the buildings and adjacent grounds. Within budget allocations, the House Committee shall be responsible for overseeing the décor, acquisition, maintenance, repair and replacement of furnishings, fixtures and equipment required in the operation of the Club
- Contribute to the strategic direction of the organization
- To attend at least one (1) board of director meeting annually
- Sign Code of Conduct located in the Board Policy Manual



Flagstaff Ranch Golf Club

Golf Committee Description

Title: Golf Committee Member

Function: Participant on Volunteer Member Committee

Objective: This committee shall provide input to the Head Golf Professional regarding member events, instruction programming, handicapping, and golf shop related issues.

Responsibilities:

- In collaboration with the management team, develop ideas to engage the membership and increase participation in club sponsored events while increasing utilization of the golf course and practice facilities
- To attend and actively participate in monthly meetings
- Recommend to the board any changes in golf shop rules or club policy relating to the golf shop operation
- Serve as a liaison to the management team for improvements, repairs, replacement, alterations and maintenance of the golf shop. Within budget allocations, the Golf Committee shall collaborate with management overseeing the décor, acquisition, maintenance, repair and replacement of furnishings, fixtures and equipment required in the operation of the golf shop
- Contribute to the strategic direction of the organization
- To attend at least one (1) board of directors meeting annually
- Sign Code of Conduct located in the Board Policy Manual



Flagstaff Ranch Golf Club

Greens Committee Description

Title: Greens Committee Member

Function: Participant on Volunteer Member Committee

Objective: This committee shall provide input to the Director of Agronomy regarding golf course conditioning, member event course setup, and golf course related issues.

Responsibilities:

- In collaboration with the management team, develop ideas to engage the membership and increase participation in club sponsored events while increasing utilization of the golf course and practice facilities.
- To attend and actively participate in monthly meetings
- Recommend to the board any changes in golf course rules or club policy relating to the golf course maintenance operation
- Serve as a liaison to the management team for improvements, repairs, replacement, alterations and maintenance of the golf course, equipment, on-course amenities and adjacent grounds.
- Contribute to the strategic direction of the organization
- Must schedule one facility and course tour with the Director of Agronomy
- To attend at least one (1) board of directors meeting annually
- Sign Code of Conduct located in the Board Policy Manual



Flagstaff Ranch Golf Club

Nominating Committee Description

Title: Nominating Committee Member

Function: Participant on Volunteer Member Committee

Objective: To interview and nominate board of directors candidates for the annual director elections as defined by the Golf Club Bylaws

Responsibilities:

- To attend and actively participate in meetings
- To conduct at least one (1) interview with each candidate
- To nominate one (1) candidate for each available board seat
- Sign Code of Conduct located in the Board Policy Manual



Flagstaff Ranch Golf Club

Sanction Committee Description

Title: Sanction Committee Member

Function: Participant on Volunteer Member Committee

Objective: To enforce violations of Golf Club Bylaws, Rules, and Core Values

Responsibilities:

- To protect the golf club's brand, mission, vision, core values, and standing within the community
- To address member conduct issues
- To make disciplinary recommendations to the Board of Directors pursuant to the procedure set for in the Bylaws
- Sign Code of Conduct located in the Board Policy Manual