



ROUND HILL COUNTRY CLUB

Dear Member,

Thank you for your interest in serving on one of the Club's standing committees. This is a great opportunity to get involved in Club activities and to have an influence on the operation of the Club.

Enclosed is a Committee Service Form along with a brief description of each committee's purpose. Every year we have a few openings on most committees.

Please complete the form, indicating your first, second and third choice of committees, and return it to: Round Hill Country Club, 3169 Round Hill Road, Alamo, CA 94507, Attn. Kristine Walton. Applications filed out via pdf can be saved to your computer and attached to an email or scanned and emailed to Kristine Walton at kwatson@roundhillcc.org.

Once received, your application will be forwarded to all applicable committees for consideration in the nominating process. All committee appointments are referred to the Board of Directors for final approval.

Again, thank you for your interest in serving the Club in this valuable way. If you have any questions regarding committee service, please feel free to give me a call at 925.934.8211, Ext. 303 or g.gonsalves@roundhillcc.org.

Sincerely,

Greg Gonsalves, CCM
General Manager



**ROUND HILL COUNTRY CLUB
COMMITTEE SERVICE FORM**

Name (Please Print)	Date
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Contact Info	Phone:	E-Mail
Membership Type	<input type="checkbox"/> Golf <input type="checkbox"/> Associate	<input type="checkbox"/> Tennis <input type="checkbox"/> Social
Membership Number	#	
Membership Join Date		
Shareholder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employment Status	<input type="checkbox"/> Employed Full Time <input type="checkbox"/> Work at Home	<input type="checkbox"/> Employed Part Time <input type="checkbox"/> Retired
Committee Interest Please indicate first, second and third choice by number (1,2,3)	Aquatics _____ Finance _____ Fitness _____ Golf _____ Green _____ Swim Team _____	Grievance _____ House _____ Membership _____ Tennis _____ Bocce _____ Audit _____
Meeting Availability (Days, Evenings, Anytime)		
Business or Profession		
Specialty Training, Expertise or Club Interest (Golf, Tennis, Swim, Fitness, Dining, Juniors, Finance)		
Prior Committee Service RHCC (On which other Club Committees have you served?)		
Community Service		

Tell us more about your interest in serving the Club (use another page if necessary):



ROUND HILL COUNTRY CLUB

STANDING COMMITTEES AND PURPOSES

AQUATICS COMMITTEE: To advise and recommend to the RHCC Board of Directors on the management and use of the Aquatics Complex and all of the Aquatic programs, including the summer recreational swim program (RHST).

AUDIT COMMITTEE: To provide assistance to the Board of Directors in fulfilling its oversight responsibility to stakeholders, regulators and others relating to (i) the integrity of RHCC's financial statements; (ii) RHCC's compliance with legal and regulatory requirements; (iii) the independent auditor's qualification and independence; and (iv) the performance of RHCC's independent audit.

BOCCE COMMITTEE: To provide oversight for the use of the RHCC Bocce Facilities with the objective of maximizing the Bocce experience for all Members and other authorized users, and to advise and make recommendations to the RHCC Board of Directors and RHCC management regarding the use of the Bocce Facility and all Bocce programs, including inter-club and intra-club league programs.

FINANCE COMMITTEE: To advise and recommend to the Board of Directors on RHCC financial matters, including but not restricted to investing and borrowing, operating budgets, capital budgets, reserves, revenues, accounting, auditing and reporting procedures.

FITNESS COMMITTEE: To provide oversight on the fitness programs and classes offered to Round Hill Members and of the use of the Fitness Center's facilities and equipment. Also to recommend appropriate policies to the Board of Directors on all fitness activities.

GOLF COMMITTEE: To provide oversight for the use of the RHCC golf facilities with the objective of maximizing the golf experience for all Golf Members. This includes advising and recommending policies to the Board of Directors on all golf activities, including but not restricted to rules, regulations, NCGA/USGA matters, handicaps, and Club tournaments.

GREEN COMMITTEE: To consult with, and be a sounding board for the Green Superintendent and to advise and make recommendations to the RHCC Board of Directors on the ongoing maintenance and the condition of the Golf Course and Club grounds. Initiate and support the strategic projects to sustain and improve the golf course features, playability and appearance.

GRIEVANCE COMMITTEE: To provide a forum for reviewing allegations of improper Member conduct or conflicts, violations of RHCC Bylaws or Rules, Regulations and Policies or any action prejudicial or damaging to the good name or welfare of the Club. Upon referral of an allegation, the Grievance Committee will review and investigate the matter as it deems necessary, propose a response and make a recommendation to the Board of Directors for its consideration.

HOUSE COMMITTEE: To advise and offer recommendations to the Board of Directors on matters pertaining to the physical condition of the clubhouses, Member use (including rules and regulations) of the clubhouses, the food and beverage operation, including food quality, variety and service, and to work with Round Hill staff to develop activities, events and programs that benefit the overall Membership.

MEMBERSHIP COMMITTEE: To advise the RHCC Board and Staff on matters pertaining to Membership at RHCC. Charged with interviewing, evaluating and recommending candidates for Membership. The committee is also charged with suggesting, and once approved, helping implement policies and procedures and activities dealing with the introduction, consideration and admission of candidates for Membership.

TENNIS COMMITTEE: To advise and recommend to the Board of Directors on Club matters, including but not restricted to the Tennis Facility, Tennis Program, and related matters.



ROUND HILL COUNTRY CLUB

Committee Member Code of Conduct

- ◆ Prepare yourself by reading the advance material and stay focused during the full meeting.
- ◆ Minimize distractions, especially cell phones that should be switched to silent.
- ◆ Keep the best interests of the Club and its Members foremost in your committee participation and decision making process; there is no room for personal agendas.
- ◆ Treat all committee members and staff with respect.
- ◆ Allow for respectful disagreement in discourse; all views are encouraged and beneficial.
- ◆ Keep sensitive matters within the meeting.
- ◆ Support the decisions of the committee.
- ◆ Get involved; be prepared to take on a subcommittee, including chairing the subcommittee.
- ◆ Do not go back to revisit past decisions unless there is a material change in the decision criteria.
- ◆ Discussions regarding staff members should only be done in private with the committee chair, unless it is put on the agenda as a confidential executive session.
- ◆ Committee Members advise, inform and recommend policies.
- ◆ Committee Members are NOT responsible for the day-to-day operations or management of the Club.
- ◆ Consumption of alcoholic beverages during meetings is prohibited unless approved in advance by the Committee Chair or President.

Membership on a RHCC Standing Committee is a privilege and requires a serious commitment on the part of the Committee Member. Accordingly, the Chair may elect to dismiss a Committee Member for excessive absenteeism or non-participation, or for conduct not in the best interests of RHCC or the Committee, with the approval of the Board.