



Silver Lakes Homeowners Association NPC
Reg No 1992/004661/08

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Terms of Reference

GOLF EXECUTIVE COMMITTEE

The activities of the Committee will be that of a Standing Committee in terms of the Memorandum of Incorporation.

Purpose

To ensure the smooth running of all golf operations and management thereof;

Composition and Procedure

The Committee will at all times be under the chairmanship of a SLHOA Trustee.

The committee will furthermore consist of the SLHOA Chief Operating Officer, Manager Finances & Admin, Golf Director, Golf Chairman, Golf Captain, and 2 Vice-captains.

A vacancy may be filled or an additional member may be appointed by the Committee to hold office.

The Committee shall hold such number of meetings as may be required to meet its responsibilities and shall meet at the call of its Chair or any two of its members.

The quorum for meetings shall be 5 out of 9 members, where 1 must be the Trustee, present in person.

The Committee shall meet for the time being every 3rd Wednesday of every month at 8am at the offices of the SLHOA, and proper notice and agenda of each meeting shall be required.

The Committee shall invite such persons as it may deem appropriate, to attend a Committee meeting and assist thereat in the discussion and consideration of matters relating to the Committee.

Any matter to be voted upon shall be decided by a majority of the votes cast on the question. In the case of an equality of votes, the motion will have failed.

The Committee may obtain, at the Association's expense, but with prior approval of the Board, outside professional advice on any matters within its terms of reference. The Committee shall actively engage such professional advice as to matters which might pose risk or uncertainty.

Duties and Responsibilities

Subject to the powers and duties of the Board, the Board hereby delegates to the Committee the following powers and duties to be performed by the Committee on behalf of and for the Board.

The Committee shall:

- Make recommendations to the Board of Trustees regarding matters relating to the golf finances and operations;

- Assist in compiling budgets, lists of events, sponsorships, and memberships;
- Review and make recommendations on annual events;
- Consider course changes and operational changes;
- Have such other powers and duties as delegated to it by the Board.

Reporting Responsibilities

The Committee shall distribute the minutes of its meetings to the Board promptly.

Review of the Terms of Reference

The Committee will annually review the terms of reference to ensure that it remains relevant with the Committee's authority, objectives and responsibilities.

Acknowledgement of the Terms of Reference

The GOLF EXECUTIVE COMMITTEE'S Terms of Reference is acknowledged and endorsed by the Chairperson of the Committee and the Board of Directors.

Name:
Golf Executive Committee Chairperson

Name:
Board of Directors

Signature:

Signature

Date: _____

Date: _____