



Lacombe Golf and Country Club Governance Policy

Effective Date: January 15, 2014

Last Revised:

Policy Statement:

The Club is a Not-for-Profit Corporation that exists for *the mutual benefit* of the Clubs membership. The members support the Club through fees and fee-for-service programs.

The Board, accountable to the membership, is responsible for supervising senior staff, providing strategic planning to the Club and developing and implementing Club Policy. Board members must be (or at least must become) knowledgeable about the business and financial affairs of the Club.

At the highest level the Board of Directors is responsible for:

- Steering toward the mission and guiding strategic planning;
- Being transparent, including communicating to members, employees and other stakeholders – making information available upon request;
- Developing appropriate structures;
- Ensuring the Board understands its role and avoids conflicts of interest;
- Maintaining fiscal responsibility;
- Ensuring that an effective Management Team is in place and overseeing its activities
- *Ensuring there are effective assessment and control systems;* and
- Planning for the succession and diversity of the Board.

[for more info see www.ic.gc.ca]



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Governance Policy

This policy specifies how the Board is to operate and what is expected of the individual Board members. This policy allows the non-Board members, whether they are employees, members or other stakeholders, to have a clear understanding of the way this Board will operate.

Background:

- The Board will consist of nine elected members that shall represent the membership of the Lacombe Golf and Country Club.
- Ideally, three Directors shall be elected at the Annual General Meeting each year and they shall hold office for a period of three years.
- The Board of Directors shall elect from the Board members: a President, a Vice-President and a Secretary; and the election shall take place no later than the first Board meeting following the AGM.
- Committees will be established by the Board as required from time to time. All committees shall have a terms of reference to outline the membership, role, responsibility, authority and reporting requirements.
- The Board will, at all times, speak with one voice. Unless otherwise determined by Board vote, the President will be the spokesperson, unless otherwise assigned, and the liaison with the Club's membership and staff.
- The Board will operate on the basis of Robert's Rules of Order as it relates to a Board of our size.
- The Board shall be responsible to administer the business in accordance with the By-Laws of the Lacombe Golf and Country Club (as revised March 13, 2012).
- Board members will be provided a Director's Handbook which will include a copy of Certificate of Incorporation, Section 9 of The Companies Act, R.S.A. 1972 and the Clubs By-Laws (Article of Association – revised March 13, 2012). Each Board member has the responsibility to be familiar with their contents.

The Board is responsible for:

- for the selection, evaluation, direction and supervision of the General Manager
- the Facility Health and Safety and Financial health and stability of the Lacombe Golf and Country Club. The Board will establish annual budgets to cover cost of operations and the Board will institute an effective monitoring system for internal accountability and an audit (or reasonable equivalent supported by membership majority) for external accountability.
- to see that the Club's golf course and related equipment and facilities are properly maintained; there are on course maintenance standards – monitored and tracked; ensuring accurate records and costs for all regular and special work carried out during the budget year.
- long range Planning and Development to ensure our golf course maintains its status as one the finest facilities in our region and province.
- to ensure there is effective communication To-and-From all members, employees and stakeholders.