



By-law #15

Senior Staff Human Resources Review Committee – Terms of Reference

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Approved: BOD 20.8	Persons Affected: Senior Staff
Previously considered at BOD: 18.10	Effective: 27/08/2020
Replaces: 31/10/2018	

1. The Committee

- 1.1 The Senior Staff Human Resources Review Committee (SSHRRC) will provide advice and recommendations to the Board of Directors on staffing matters as listed in paragraphs 61(e) and 61(f) of the Constitution.
- 1.2 The scope of the SSHRRC will specifically cover employment issues relating to the Senior Staff of Club Catalina, who are the:
 - Secretary of the Club (presently styled and hereinafter called General Manager – “GM”)
 - Assistant General Manager
 - Director of Golf
 - Course Superintendent
 - Human Resources Manager
 - Office Manager
 - Marketing and Communications Manager
 - Events Coordinator

These positions will report directly to the General Manager (apart from the GM him/herself, who will report to the Board of Directors).

- 1.2 A Senior Staff employee may communicate directly with the Chair of the SSHRRC about problems affecting their employment. The Chair is to discuss the matter with the General Manager. If the matter cannot be resolved by the General Manager to the satisfaction of all parties, it will be referred to the SSHRRC in the first instance.
- 1.3 The SSHRRC will conduct the initial interviews for Senior Staff positions and make selection recommendations to the Board.
- 1.4 For all except the General Manager, the SSHRRC will approve the employment contracts for Senior Staff. The contract for the General Manager will be a matter for the Board. (see also 3.2)
- 1.5 When the Committee discusses any aspect of the employment of the General Manager, his/her membership of the Committee will be suspended. The General Manager may still attend the meeting by invitation.
- 1.6 The annual performance review of the General Manager will be performed by the Chair and the President together and without deputisation, who will invite informal input from all other Directors. The report will be submitted to this Committee for approval, together with a suggested pattern of KPI based bonuses constructed by the F&BDC.
- 1.7 Acting on a request from the General Manager for termination of a Senior Staff member, the SSHRRC will assess the request and make recommendations to the Board. Note: neither the General Manager nor the SSHRRC have the authority to terminate a Senior Staff's employment.
- 1.8 The General Manager may seek advice and support from Committee, or from its Chair, on any other aspect of the management of the Club's Human Resources.
- 1.9 The Committee will oversee negotiations for the Catering Contractor and make recommendations to the Board.

2. Membership

The SSHRRC will consist of:

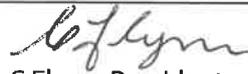
- Chairperson, who will be a Director
- Ex-officio President or Deputy
- A Director, co-opted by the Chairperson for each of its meeting, with skills relevant to the agenda.

The Secretary will be in attendance (unless the Secretary's own employment is to be discussed). When present the Secretary will not have a vote but will have the right to speak. The Secretary may not be deputised.

3. Meetings

- 3.1 The SSHRRC will meet at least once each quarter or as required. The Chairperson will call meeting schedules, subject to Board direction.
- 3.2 Quorum will be three, i.e. the full Committee. If the Chair is not available, the President (or Deputy) will preside and will invite another Director to be the third person. If any aspect of the employment of the General Manager is being considered, The GM's membership will be suspended (but he/she may still attend the meeting at the Chair's discretion) and the Chair will invite another Director to be the third person.

Authenticated


C Flynn, President

on this day *24th February 2022*