



By-law #23

Ad-hoc Project Management Committees - Terms of Reference

Approved BOD 20.8

Previously considered at BOD: 19.6

Replaces: Project Committee Terms of Reference

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Persons Affected: All Members

Effective: 27/08/2020

1. Definitions

Definitions will be as per the Constitution of the Club.

2. Objectives and Authorities

Approved capital projects which entail works that are likely to involve unpredictable costs and/or minor changes of design and provision require supervision ("project management") by the Club. Such projects will have approval by the Board and funding allocated by the Board which will include an allocation to contingency that can be authorised by the supervisor without reference to the Board. Generally, the Secretary will be the supervisor and will automatically have Board delegated authority for contingency and design decisions. However, the Board may choose instead to appoint an ad-hoc Project Management Committee which will have the same delegation of authority. Such Committees will disband upon completion of their project.

3. Membership

Members of Project Management Committees must have affirmed that they will be available for meetings at short notice. No deputisation will be allowed save that the Chair may be deputised by another Director who is on the Committee.

- **The Chair** who must be a Director of the Club.
- **One Director of the Club.** For clubhouse projects, preferably a director with some building or project management experience. For course projects, a Director on the GG&CC, its Chair to have first refusal.
- **Up to two Full Members (Financial) of the Club,** who have relevant skills, at the invitation of the Board.
- **The President of the Club** (ex officio).

4. Expected attendees

These will have the right to speak:

- **The Secretary,** who may be deputised by a nominated staff member. The Secretary will provide secretarial support to the PC.
- **The Course Superintendent** for course projects.

5. **Other Directors** may attend meetings as observers, at their own discretion

6. Meetings

The **Chair** or their deputy will call meetings as and when required, with notice copied to all Directors. Meetings may be held at short notice to meet exigencies.

Quorum will be three if one or two full members are appointed, or two if not.

Authenticated		on this day	
	C Flynn, President		