

## **GOVERNANCE POLICY**

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This Governance Policy was approved and adopted on the 3rd day of November in the year 2019.

### **A. Executive Membership Dues**

Each year, the elected executive may decide to waive the serving executive's membership dues for the year.

### **B. Membership Subsidy Incentives**

Each year, the elected executive may decide to offer a subsidy to current members participating in any Federation events to encourage participation in said events.

### **C. Executive Positions – Roles and Responsibilities**

#### **President**

##### **General Responsibilities**

The President serves as the head of the Club and is responsible for the affairs of the Club, ensuring the integrity of the Executive process, including effectiveness and efficiency of all meetings, and monitoring the performance of the Executive Officers by confirming that each Executive Officer is aware of and fulfills his or her responsibilities, complies with applicable rules and regulations, conducts executive business effectively and efficiently, and is accountable for his or her performance.

In order to fulfill these responsibilities, and subject to the Club's Bylaws, the President presides over meetings, proposes policies and practices in consultation with other Executive Officers or members, serves as an ex-officio member of all committees, proposes the creation of committees, appoints members to such committees as needed to ensure the Club is fully functioning, and performs other duties as needed.

##### **Federation of Chinese Golf Clubs**

The President represents the Club at Federation of Chinese Golf Club meetings or appoints a member to act in his or her place. The President shall provide summary updates of the meetings to the Executive and to the membership, communicate with other Federation of Chinese Golf Clubs, and convey any news or updates sent by the Federation of Chinese Golf Clubs or other Clubs within the Federation of Chinese Golf Clubs to the Executive and to the membership.

##### **Meetings**

The President sets the date, time, and location for Executive meetings, any special meetings, and the AGM of the Club. The President ensures an agenda has been planned for all such meetings, which may involve periodic meetings with other Executive Officers or committee chairpersons in order to draft meeting agendas and/or reporting schedules. The President also provides a report of any Federation news or updates at each

meeting. At times, the President may conduct business of the Club or hold meetings of the Club via email, telephone, or other electronic media.

In the President's capacity as the head of the Club and chair of the meetings, the President's role is to adhere to the accepted rules of order and the Bylaws of the Club, to encourage all members to participate in the discussion, and to arrive at decisions in an orderly, timely, and democratic manner. The President shall not vote in any motion except in the case of a tie vote in which case he or she may cast a vote to break the tie.

In the President's capacity as an ex-officio member of all committees, the President's role is to serve as a voting member of the committee, to negotiate reporting schedules, to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring any issues or suggestions to the attention of the Executive.

### **Accountability**

The President is accountable to the Executive and the membership. The President may delegate specific duties to the Vice-President, other Executive Officers, a Member at Large, or a committee as appropriate. The President shall maintain accountability for any duties designated.

## **Vice-President**

### **General Responsibilities**

The Vice-President is responsible for performing the duties assigned to him or her by the President to the best of his or her ability, informing the President if he or she requires assistance or is unable to perform any of the duties immediately, and providing the President with updates regarding the progress and completion of the duties assigned to him or her. The Vice-President may also propose policy and procedure changes as they pertain to his or her responsibilities and performs other duties as needed or as defined in the Bylaws.

The Vice-President is further responsible for acting in the absence or inability of the President. The Vice-President is responsible for completing all duties and responsibilities of the President if the President is unable to complete the term of office. In such an event, the role and responsibilities of the President supersedes the role and responsibilities of the Vice-President.

### **Meetings**

The Vice-President participates in Executive meetings as a voting member. The Vice-President provides a report of any news or updates pertaining to his or her role in the Club since the preceding report. The Vice-President also brings forward any issues, concerns, or suggestions regarding communications with members.

### **Accountability**

The Vice-President is accountable to the President, the Executive and the membership. The Vice-President may delegate specific duties to the Secretary, other Executive Officers, or a Member at Large as appropriate. The Vice-President shall maintain accountability for any duties designated.

## Secretary

### General Responsibilities

The Secretary is responsible for ensuring accurate documentation of the business conducted at all meetings, ensuring such documentation is available for review and inspection at any time by authorized persons, ensuring the membership list is current, and ensuring the Club activities and Executive Officers adhere to the policies and procedures set out in the Club's Bylaws.

In order to fulfill these responsibilities, the Secretary accurately records and distributes approved minutes of the meetings as per the Bylaws, brings a copy of the Constitution and Bylaws to all meetings, collects membership forms and fees, and maintains the current membership list. The Secretary may also propose policy and procedure changes as they pertain to his or her responsibilities and performs other duties as needed or as defined in the Bylaws or as needed by the President or Vice-President.

### Meetings

The Secretary participates in Executive meetings as a voting member. The Secretary provides items for the agenda as appropriate, provides a summary report during the meeting of any news or updates pertaining to his or her role in the Club including any updates to membership since the preceding report, and records meeting minutes as described above. The Secretary ensures a copy of the Constitution and Bylaws is at all meetings.

### Accountability

The Secretary is accountable to the President, the Vice-President, the Executive and the membership. The Secretary may delegate specific duties to other Executive Officers or a Member at Large as appropriate. The Secretary shall maintain accountability for any duties designated.

## Treasurer

### General Responsibilities

The Treasurer is responsible for maintaining accurate financial records for the business conducted by the Club, ensuring such records are available for review and inspection at any time by authorized persons, providing a full financial report when requested, and ensuring the Club's activities and Executive Officers adhere to the approved budget.

In order to fulfill these responsibilities, the Treasurer accurately records the collection and disbursement of the Club's money, promptly pays bills or expenses approved by the Executive, transacts business through the Club's bank account, reconciles the bank statements, prepares the Club's budget, presents the budget to the Executive for approval, and submits a financial report at each meeting of the Club. The Treasurer may also propose policy and procedure changes as they pertain to his or her responsibilities and performs other duties as needed or as defined in the Bylaws.

## **Meetings**

The Treasurer participates in Executive meetings as a voting member. The Treasurer provides a report during the meeting of the Club's current financial status as well as any news or updates pertaining to his or her role in the Club since the preceding report.

## **Accountability**

The Treasurer is accountable to the Executive and the membership. The Treasurer may delegate specific duties to other Executive Officers or a Member at Large as appropriate. The Treasurer shall maintain accountability for any duties designated.

## **Event Captain**

### **General Responsibilities**

The Event Captain is responsible for planning, organizing, and running Club events.

In order to fulfill these responsibilities, the Event Captain creates the event schedule, secure all venues, maintains an open dialog with the venue event coordinators, maintains sign up lists, prepares tee groupings, assigns tee times, chooses event formats and competitions, secures prizes when required, tallies scores or results, distributes any prizes earned or awarded, and prepares a recap of the event for posting on the website. The Event Captain also provides any invoices for payment, money collected, and an accounting of each to the Treasurer after each event. The Event Captain may also propose policy and procedure changes as they pertain to his or her responsibilities and performs other duties as needed or as defined in the Bylaws.

## **Meetings**

The Event Captain participates in Executive meetings as a voting member. The Event Captain provides a summary reporting during the meeting of prior events and any news or updates pertaining to his or her role in the Club since the preceding report as well as planning for upcoming events. The Event Captain brings forward any issues, concerns, or suggestions regarding events or received from members during events.

## **Accountability**

The Event Captain is accountable to the Executive and the membership. The Event Captain may delegate specific duties to other Executive Officers or a Member at Large as appropriate. The Event Captain shall maintain accountability for any duties designated.

## **Communication Captain**

### **General Responsibilities**

The Communication Captain is responsible for ensuring members are kept updated with Club activities through the Club's website or email, ensuring Executive members are aware of any communications requiring their attention, and ensuring electronic copies of the Club's records are maintained, catalogued, and accessible by authorized persons.

In order to fulfill these responsibilities, the Communication Captain maintains and updates the Club's website including updating the domain registration and website hosting platform and ensuring the security of the website, researches new ways to enhance the website and keep the website current, manages and updates the Club's Google accounts including forwarding emails to Executive Officers as necessary, responding to emails received which may include consultation with or assistance from other Executive Officers, and organizing the Club's electronic documents and photographs. The Communication Captain may also propose policy and procedure changes as they pertain to his or her responsibilities and performs other duties as needed or as defined in the Bylaws.

### **Meetings**

The Communication Captain participates in Executive meetings as a voting member. The Communication Captain provides a summary report during the meeting of what was accomplished since the preceding report as well as any news or updates pertaining to his or her role in the Club. The Communication Captain also brings forward any issues, concerns, or suggestions regarding communications with members.

### **Accountability**

The Communication Captain is accountable to the Executive and the membership. The Communication Captain may delegate specific duties to other Executive Officers or a Member at Large as appropriate. The Communication Captain shall maintain accountability for any duties designated.

## **Member at Large**

### **General Responsibilities**

A Member at Large does not hold an official position on the Executive. If a Member at Large is asked by the President or an Executive Officer to carry out or assist with a specific task leading up to or during an event or meeting, the Member at Large is responsible for performing the task to the best of his or her ability, informing the Executive Officer if he or she requires assistance or is unable to perform the task immediately, and providing the Executive Officer with updates regarding the progress and completion of the task.

### **Meetings**

A Member at Large is not required to attend Executive meetings. A Member at Large may choose to attend any meeting, can provide input at any meeting, and can make a motion or vote at the AGM. A Member at Large may not vote or make motions in any Executive meetings.

### **Accountability**

The Member at Large is accountable to the Executive and the membership.