

NCC Board Procedure: NCC Committees

The committee structure is the heart of the Norfolk Country Club. All members are encouraged and welcome to volunteer to work on a committee for the further benefit of the Club.

This procedure sets out the descriptions of the NCC committees and summarizes the duties and responsibilities of committee chairs, except the Nominating Committee and its chair or co-chairs, all in accordance with applicable provisions of the By-laws and the Handbook.

This Board procedure does not apply to the Nominating Committee, which is governed exclusively by separate provisions in the By-laws. Its chair or co-chairs are elected annually directly by the members, and the committee is appointed annually exclusively by the elected chair(s). The Board has the authority to set the number of Nominating Committee members. Nominating Committee members and chairs each serve a one year term and may be reappointed or reelected without term limits.

I. Committee Duties

Under the NCC By-laws, there are two types of committees: Standing Committees created in the By-laws, and other committees created by the Board in its sole discretion. There are currently 9 Standing Committees in the By-laws, and 4 other committees created by the Board, for a total of 13 committees.

Under the By-laws, the 9 Standing Committees are Nominating, Buildings and Grounds, Entertainment, Finance, Golf and Greens, House, Ladies Golf, Membership, and Tennis. Adding or deleting a Standing Committee requires a By-laws change by the members.

The 4 non-standing committees are Bridge, Infrastructure, Thursday Night Program, and Youth Activities. The Board may add or delete a non-standing committee at any time.

Under the By-laws, the chairs and the members of the committees are appointed annually by the President with the approval of the Board, and can come from the Board, members, or both. Chairs and members of all committees except the Nominating Committee report to the Board, serve a one year term, and may be removed at the discretion of

the Board at any time.

To maximize the opportunity for participation in committee work, and to include as many of our talented Club members as possible in that work, members are encouraged to serve on only one committee during a season. There are no limits on the number of terms a President may appoint a chair or that a member may serve on a committee. Members taking inactive status ("on hold") may not serve on committees or as committee chairs.

Except for the Nominating Committee, the Board has the sole authority under the By-laws to define the duties of all committees, including the Standing Committees and non-standing committees. Here is a summary of the scope of responsibility for the committees:

The Bridge Committee administers weekly Club bridge nights, including setting a bridge night schedule, coordinating the make-up of bridge tables for each bridge night, defining the rules of play, and seeing that bridge guests are registered. Dinner for bridge nights is coordinated with the Club General Manager.

The Buildings and Grounds Committee maintains the exterior Clubhouse, any other Club structures, and the surrounding flowers, plantings, and grounds, including the porches and excluding the golf course, tennis courts, and surrounding areas.

The Entertainment Committee plans all reserved social events for the members except the Thursday Night Program, and all unreserved social events on Fridays, Saturdays, and holidays, unless the House agrees to take on planning of an event by prior agreement with the Entertainment chair. The Entertainment Committee is responsible for the invitations, theme, music or other entertainment, and decoration for all events it plans. Food for Entertainment Committee events is coordinated with the Club General Manager.

The Finance Committee periodically reviews Club finances, makes recommendations to the Board regarding financial practices, and prepares a draft annual budget in coordination with the Treasurer for review and approval by the Board. All final financial decisions rest with the Board. Under the By-laws, the Club Treasurer is a designated member of the Finance Committee, and by custom

serves as its Chair.

The Golf and Greens Committee oversees operation and maintenance of golf activities and the golf course, in coordination with the Golf Professional and the Golf Superintendent, who may be the same person or two individuals and who report to the Golf and Greens Committee chair. The Golf Professional manages the golf course, putting green, and golf pro shop, assisted by the Golf Superintendent and others, and coordinating with the Golf and Greens Committee.

The House Committee supervises the Clubhouse, overseeing (1) the decoration of the Clubhouse interior, porches, and terrace, including upholstery, furnishings, interior finishes, and flowers; (2) coordinating, through the General Manager, food service and menus for social events planned by the House Committee, Entertainment Committee events, and the Thursday Night Program; and (3) the maintenance and upkeep of the Clubhouse interior in coordination with the General Manager.

The Infrastructure Committee is a Non-Standing Committee created by the Board in 2012 to oversee and implement all aspects of the Club renovation from 2012 through 2017. The Infrastructure Committee recommends courses of action regarding the renovation to the Board, which makes the final determinations and approves expenditures prior to implementation.

The Ladies Golf Committee oversees women-only golf events and coordinates with the Golf and Greens Committee on issues of interest regarding the golf course and golf activities.

The Membership Committee administers the process for application for membership in the Club. There is a separate Board procedure entitled "Membership Committee" detailing the role and responsibilities of the Membership Committee and its Chair, in accordance with the By-laws and the Handbook.

The Tennis Committee oversees operation and maintenance of tennis activities and the tennis courts, in coordination with the Tennis Professional. The Tennis Professional reports to the Chair of the Tennis Committee. The Tennis Professional manages tennis activities, the tennis courts,

and the tennis pro shop, coordinating with the Tennis Committee.

The Thursday Night Programs Committee schedules and oversees speakers and other programs of interest to members for Thursday nights at the Club. Speakers may be drawn from members and non-members of the Club.

The Youth Activities Committee plans and oversees activities of interest for children at the Club, including golf and tennis lessons and events, in coordination with those respective professionals and committees; children's activities during Memorial Day, the Fourth of July, Labor Day, and other holidays; and a children's program.

II. Committee Chair Duties and Responsibilities

Under the By-laws, Chairs and members of committees are appointed annually by the President with approval by the Board, except for the Nominating Committee. The President consults with the chairs about the members for each Committee before presenting the list to the Board for approval. The By-laws allow for co-chairs or a single chair for any committee. The term for any chair or committee member is one year. Chairs and committee members may be named from the Board, the members, or both.

Chairs are encouraged to convene periodic meetings of their committee, either in person or by phone, as needed and ideally with at least one meeting before the opening of the season and one in the fall at the end of the season, to review and solicit views from the committee members on issues of interest, including programs planned by the committee.

Chairs work with the General Manager and President to schedule all events well in advance of the summer and in a timely fashion for inclusion on the Club calendar and website so that a complete calendar of events may be distributed to members in the spring before the opening of the season. Committee chairs and members are encouraged to support Club events by attending them whenever possible.

Chairs work with the Treasurer, General Manager, and President to provide input about committee activities for the annual Club budget. Once a budget is approved, Chairs implement the activities that their committee has been

budgeted for.

Chairs provide information for the website, email blasts to members, invitations, letters to the members and other vital communications to notify and encourage members to attend committee-planned events at the Club.

Chairs represent their committee at any periodic meetings of committee chairs called by the President to further the work of the Club, and at meetings of the Board when they are called upon by the President to report to the Board regarding committee activities.

End of procedure

Approved: July 11, 2015