

# Sun City Shadow Hills Community Association Golf Advisory Committee Charter

~~April 16, 2008~~

June 2019

## Charter

This charter ("Charter") governs the operations of the Golf Advisory Committee (the "Committee") established by the Board of Directors (the "Board") of Sun City Shadow Hills Community Association (the "Association"). As specified below, the Committee is authorized to make recommendations to the Board regarding golf course programs and services. At least annually, the Board and/or Committee shall review and reassess this Charter and the Committee's effectiveness and recommend any proposed changes to the Board for approval. The Board may also make changes to the Charter at its own discretion by majority vote.

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## Purpose of Committee

The Committee shall be advisory to the Board by making recommendations to improve the golf course programs and services, in a manner beneficial to the Association and the golfing community. This Committee also provides input to the Board regarding golf course related matters, including financial and operations.

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## Members

1. The Board shall appoint all voting and non-voting members of the Committee. No individual, resident or non-resident, may serve on the Committee unless they have been appointed to the Committee by the Board. ~~Prospective Committee members may attend one meeting for purposes of observation and interview.~~

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2. The Board President with Board approval shall appoint a Committee ~~e~~Chairperson (the "Chair"), ~~a Vice Chair, and a Recording Secretary from among the members of the Committee.~~

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3. The Committee shall consist of up to at least seven (7) ~~5 and no more than 7~~ voting members, including the Chair. The Committee shall recommend new members by majority vote to the Board for official appointment.

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4. The membership of the Committee shall be made up of one representative each from the Men's Golf Club, the Women's Golf Club, the Couple's Golf Club and the Classy Niners, and three at large members, including the Chair.

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5. The three at large members will be chosen from the four major golf clubs and from residents not affiliated with the Clubs. No Club shall have more than two representatives on the Committee at any time.

~~4- 6.~~ All voting members of the Committee will be residents in good standing of Sun City, Shadow Hills unless determined otherwise by the Board.

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~~5- 7.~~ Terms of Service: resident members of the Committee will be appointed for a period of two (2) years with staggered terms beginning May 1 of any given year; however, no member may be on the Committee not be on the committee for more than six (6) four (4) consecutive years.

~~6- 8.~~ Association staff and others may serve as non-voting members of the Committee as determined by the Board.

~~7- 9.~~ One (1) Board member will serve as non-voting Board liaison to the Committee.

~~8- 10.~~ A majority of the Committee Members will constitute a quorum.

~~9- 11.~~ Any voting Committee member may resign or be recommended to the Board for removal upon a majority vote of the Committee.

~~10.~~ The Board may remove a Committee member for nonparticipation, nonattendance, disruptive behavior, or any action the Board deems inappropriate and divisive in nature. The Board may appoint another person as soon as practicable to fill any vacancy so created. Nonattendance is defined as follows: missing two (2) consecutive Committee meetings receives a warning from the Chair; missing three (3) consecutive meetings is grounds for removal from the Committee by the Board. Committee members shall serve at the discretion of the Board of Directors.

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### Meetings and Notices

1. The Committee shall hold regular meetings according to a schedule established by its voting members or by the Board and in accordance with the provisions of the Association Bylaws.

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2. The Chair shall give all Committee members at least four (4) days notice of the time and the place of all Committee meetings. Such notices may be in person, by mail, by phone, or through electronic means. Notice should include an agenda.

3. The Committee shall maintain written minutes and attendance records for all meetings, and promptly forward these to the General Manager following the meeting, or at least ten (10) calendar days prior to the next monthly Board meeting.

4. Copies of the minutes shall be distributed at the next Committee meeting and approved.

### Committee Authority and Responsibility

1. The Committee's primary responsibilities are to make recommendations to the Board and advise the Board of needed programs and services that will benefit the Association and

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the golfing community. The Committee is not authorized to take action independent of the Board unless the action is specifically assigned herein or by subsequent Board resolution.

2. The Committee is authorized to:

- Make recommendations to the Board;
- Submit written news, features, and calendar material in an electronic file format for use in *The View*, web-portal, etc. by Association staff;
- Submit photos (with captions and/or identification of subject persons) in an electronic file format (when possible) for use in *The View*, web-portal, etc. by Association staff;
- Work with Association staff to execute advertising and promotional plans and produce materials to increase use of Association venues (golf course, food & beverage, events, etc.) by resident members.

3. The Committee may form sub-committees to perform various tasks of which one member of the sub-committee must be a member of the Committee.

4. The Committee will not be involved in personnel matters.

5. The Committee Chair shall give ~~a verbal update~~ written reports to the Board at the Board's monthly meeting, on any key issues discussed and/or resolved at the Committee Meetings. ~~such report can be delegated to another Committee member in the event of the Chair's absence.~~

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Approved by SCSHCA Board of Directors \_\_\_\_\_

Date: April 28, 2008 TBD