

STANDING COMMITTEES

Purpose:

Standing Committees have been formed in an effort to improve the operation of the Hanover Seaside Club and to solicit input from the membership. The President of the Board of Directors is an ex-officio member of all committees.

Scope:

Members, Committees, Board, Officers, Management

Responsible Party:

President, Board, Committees, HSC Manager/Staff

POLICY

- I. Standing Committees operate under the direction and supervision of the Board of Directors (BOD).
- II. The Chair of each committee shall be appointed by the President and is normally, but not always, a member of the Board of Directors.
- III. Committee membership is suggested and is subject to change as needed. Seasonal members may serve on committees as needed.
- IV. Standing committees are nominated by the President and approved by the Board of Directors. Committees are nominated annually. Members may serve more than one term.
- V. Each committee shall select a secretary who will record minutes of meetings. Minutes are placed in the annual notebook of Board action.
- VI. Committees
 - A. Membership Committee (5 Regular Members, appointed annually by Board, names not published)
 1. Receive all applications for membership in the Club from the Secretary-Treasurer.
 2. Investigate each applicant, especially as to character, moral habits, business or professional standing in the community, and any other facts that would be of assistance to the Committee in passing on the applicant.
 3. Recommend to the Board a method for determining which applicants will be accepted for membership when spaces are available.

4. Recommend to the Board a method for determining which Seasonal Members will be offered Regular Membership when spaces are available.
- B. Nominating Committee (3 Regular members, appointed annually by the Board)
1. Recommend to the Regular Membership at least two nominees, if possible, for each officer, and further recommend at least four (4) nominees, if possible, to the Board.
 2. Names of Nominating Committee will be posted at the Club no later than August 15 of each year.
- C. Governance Committee (Two Board members and minimum of three Regular Members.)
1. Review the Constitution annually.
 2. Recommend Constitutional changes to the Board.
 3. Establish, implement and maintain a process for the orderly publication of policies of the Club.
 4. Create and maintain a policy template.
 5. Vet proposed policies for consistency with the HSC Constitution and Robert's Rules of Order.
 6. Assign policy numbers once a policy has been approved by the Board.
 7. Publish and maintain an updated version of the HSC Policy Manual at the Club's front desk and on the Club website.
 8. Establish and publish procedures for the submission of policies to the Board.
 9. Solicit suggestions for needed policies and convey those needs to the Board.
 10. Develop a Strategic Plan.
- D. Finance Committee (Secretary-Treasurer, at least 1 Board Member, a minimum of 3 Regular Members and Controller) The Controller will serve as an ex-officio member in an advisory capacity without voting rights.
1. Review monthly financial report.
 2. Provide general financial oversight.
 3. Review the insurance policies annually.
 4. Prepare the annual budget to submit to the Board.
 5. Review tax reports and audits as necessary.
- E. Facilities Committee (a minimum of 2 Board Members plus a minimum of 3 Club Members)
1. Inspect the property for needed repairs.
 2. Prepare a yearly budget for property and equipment maintenance.
 3. Develop a short-term (0-3 years) and a long term (4-10 years) maintenance plan.

4. Monitor utilities usage and share information with the operations committee.
 5. Develop and maintain a hurricane preparedness plan.
 6. Report large (> \$1,000.00) non-budgeted repair/maintenance needs to the BOD for approval.
 7. Create a policy and plan for winterizing and de-winterizing the property.
 8. Develop Master Facilities Plan.
- F. Operations/Management Committee (minimum of 2 Board Members, minimum of 3 Regular Members)
1. Consult with and supervise the General Manager
 2. Coordinate with the Club Bookkeeper with regards to Operations and Management Committee duties.
 3. Develop Job Descriptions, Work Policies and Evaluation Processes for all employees.
 4. Develop employee pre-employment screening procedures, obtain Board approval and implement.
 5. Evaluate the Club Manager annually.
 6. Evaluate the Bookkeeper annually with regards to Operations and Management Committee duties.
 7. Recommend employee compensation adjustments to the Board.
 8. Consult with the General Manager and review food service and guest room operations and management procedures, policies and financials.
 9. Evaluate food service offerings, prices and room rates annually and recommend proposed changes to the Board for approval.
 10. Provide general Club Operations and Management leadership as required.
 11. General Manager will review the Party and Meeting Policies annually and will suggest changes to the Operations Committee if necessary.
 12. Review General Rules annually and make recommendations for changes to Operations Committee (General Manager).
 13. Improve communications between the Board and the Membership.
 1. Prepare periodic newsletters for the website
 2. Approve all communications between Committees and the Membership.
 14. Oversee the hanoverseaside.com website
- G. House Committee (at least 2 Board Members, 5 Members, General Manager)
1. Review and revise the room reservation process and room reservation form annually.

2. Assign rooms following receipt of room reservation forms.
 3. Review General Rules annually.
 4. Contact members who do not comply with rules.
 5. Determine methods to and prepare a budget for beautifying the inside of the Club building.
 6. Plan and budget for renovation and any substantive changes of décor.
- H. Social Activities Committee (1 Board Member, Club Manager, at least 3 Regular Members)
1. Prepare an annual budget for Club Activities
 2. Coordinate with Club Manager to Plan social activities including but not limited to Bingo, Beginning/End of Season events, 4th of July Celebration, Flotilla, Christmas Party, New Year's Eve and Valentine's.
 3. Work with Club staff to decorate club for special and seasonal events.