

KCCA Greens Committee Charter

Purpose:

- The Greens Committee is a standing committee of KCCA, and it reports to the KCCA Board.
- The Greens Committee is charged with monitoring the physical condition of the Greens areas within KCCA and discuss with the Board the concerns and interests of Clubs using the greens.

Note: For the purpose of this document, the 'Greens' are referring to the Golf Course, Lawn Bowling and Croquet Club greens.

Responsibilities:

- Working with the Administrator and the Golf Course Superintendent, the Committee will regularly monitor and recommend measures for the routine, preventative and corrective maintenance of the KCCA greens.
- Discuss with the Administrator and the Golf Course Superintendent the concerns and interests of the Men's & Women's Golf Clubs, Croquet and Lawn Bowling Club.
- Assist the Administrator and Golf Course Superintendent in developing maintenance plans for the greens, as described in the most current reserve study for KCCA.
- Assist the Administrator and Golf Course Superintendent with proposal and bidding of Reserve projects related to the greens.
- Assist the Administrator and Golf Course Superintendent in the selection and maintenance of greens equipment.
- Assist the Administrator and Golf Course Superintendent with the scheduling of sanding, aerating, fertilizing, and application of chemicals and other maintenance items.
- Assist the Golf Course Superintendent and Golf Pro Shop Manager in publishing a monthly calendar of events to avoid conflicts between tournaments and maintenance.
- Work with the Administrator and Golf Course Superintendent annually to identify needed Reserve capital improvement projects and present them to the Budget Committee.
- Acknowledge responsibility to follow reporting requirements- see "Minutes and Reports" shown below
- Follow appropriate laws and KCCA's governing documents including but not limited to KCCA Resolution 2012-310 "Committees Serving the Board of Directors".

Membership:

- The Greens Committee members must be approved by the Board annually.
- This Committee must be chaired by a Board Director. The Director chairing this Committee shall recommend members to serve on the Committee.
- The Director will act as liaison between the KCCA Board, Administration, and the Committee.
- The Greens Committee shall consist of no more than two (2) Board Directors, no fewer than four members or more, depending on the current need and availability of interested KCCA residents. Members should be committed to the work of the Committee
- Committee members will serve for one year and may be re-appointed.
- The Greens Committee shall appoint a secretary who will record minutes of the meetings and submit them for Committee review. The Committee may, as needed, appoint a vice-chair who will serve when the Chair is not available.
- All Committee resident-members can cast votes on committee matters.

Meetings:

- The Greens Committee shall meet at least once a month or as often as necessary to meet its monitoring and maintenance obligations.
- All KCCA Greens Committee meetings are open to KCCA members and will take place on KCCA property.
- Minutes to be recorded and reports generated to be submitted as described below.

Minutes and Reports: Per Resolution 2012-310

- A. Minutes –

- The Committee secretary will prepare minutes of the meetings and submit them to the Chair. Minutes of the meetings must be approved by the committee Chair and clearly labeled “Approved” before submission to the Office for posting on the website and bulletin board.
- Approved minutes of the meetings must be submitted to the Association Office within 3 business days following each meeting.

B. Reports –

- The Greens Committee has the options of providing a written report to the Board and/or reporting verbally on committee activities at a Board meeting.
- Recommendations and findings that require action must be provided in writing to the Board members, along with facts and rationale related to the proposed action, prior to the Board meeting. If a financial decision is involved, recommendations and findings must first be presented to the Finance Committee for review.

The KCCA Greens Committee Charter is hereby accepted by the KCCA Board of Directors on November 12, 2019.

Board Approved 11/12/19