

LITCHFIELD COUNTRY CLUB
Standing Committee Charters
Effective 2024

Litchfield Country Club
Buildings & Grounds Committee Charter
Effective 2024

1. Purpose

The Buildings and Grounds Committee is an advisory / support / member communication link to the General Manager and Board. They will strive to ensure that the club's physical facilities and grounds are maintained at the highest level consistent with overall club objectives.

2. Authority and Membership

- a. The Buildings and Grounds Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the Buildings and Grounds Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Committee Chair reports directly to the President.
- c. The Committee Chair is responsible for appointing a minimum of three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Committee Chair to serve multiple consecutive or non-consecutive terms on the Committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over staff.
- f. The Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of each Standing Committee.

3. Operations

- a. The Committee meets a minimum of three times per year. Committee meetings will be scheduled as needed in order to conduct the business of the Committee in a timely manner.
- b. The Committee Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- c. The Committee Chair will keep minutes of its meetings and will report the Committee's activities and recommendations to the Board at the regular monthly board meetings.
- d. The Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to parking and is to see to their enforcement.

- b. Assist the General Manager and Staff with educating and communicating all buildings and infrastructure-related policies and rules of the Club.
- c. Communicate with other club committees on matters in which there is crossover of responsibility.
- d. Assist in preparing short- and long-range strategies focusing on enhanced membership satisfaction and participation in club activities that are within the Committee's jurisdiction.

Litchfield Country Club
Golf Committee Charter
Effective 2024

1. Purpose

The Golf Committee is comprised of both men and women and serves as an advisory / support / member communication link to the General Manager, Head Golf Professional and Board. They will strive to ensure that the golf program meets membership needs and ensures that golf rules and policies are in line with current trends.

2. Authority and Membership

- a. The Golf Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the Golf Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Committee Chair reports directly to the President.
- c. The Committee Chair is responsible for appointing a minimum of three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Committee Chair to serve multiple consecutive or non-consecutive terms on the Committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over staff.
- f. The Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of each Standing Committee.

3. Operations

- a. The Committee meets a minimum of 10 times per year. Committee meetings will be scheduled as needed to conduct the business of the Committee in a timely manner.
- b. The Committee Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- c. The Committee Chair will keep minutes of its meetings and will report the Committee's activities and recommendations to the Board at the regular monthly board meetings.
- d. The Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to Golf and is to see to their enforcement.
- b. Assist the General Manager and Staff with educating and communicating all Golf-related policies and rules of the Club.

- c. Assist in developing an annual calendar of events relating to Men and Women's golf.
- d. Participate in the planning of and oversee all events relating to Golf.
- e. Communicate with other club committees on matters in which there is crossover of responsibility.
- f. Assist in preparing short- and long-range strategies focusing on enhanced membership satisfaction and participation in club activities that are within the Committee's jurisdiction.

Litchfield Country Club
Greens Committee Charter
Effective 2024

1. Purpose

The Greens Committee is an advisory/support/member communication link to the General Manager and Course Superintendent. They will strive to ensure that the golf course and landscape maintenance standard that were set by management and the Greens Committee are met according to the quality and competitive levels that member's desire.

2. Authority and Membership

- a. The Greens Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the Greens Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Committee Chair reports directly to the President.
- c. The Committee Chair is responsible for appointing a minimum of three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Committee Chair to serve multiple consecutive or non-consecutive terms on the Committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over staff.
- f. The Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of each Standing Committee.

3. Operations

- a. The Greens Committee meets a minimum of twice per year. Committee meetings will be scheduled as needed to conduct the business of the Committee in a timely manner.
- b. The Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- c. The Committee Chair will keep minutes of its meetings and will report the Committee's activities to the Board at the regular monthly board meetings.
- d. The Greens Chair shall attend monthly Board meetings to report on the activities and recommendations of the Committee. The Greens Chair will prepare monthly written committee reports to present to the Board of Governors. An Annual Report will be prepared and submitted to the Board prior to the Annual Meeting.
- e. The Greens Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Gain an understanding of the maintenance operation.
- b. Tour the Greens Maintenance facility and be knowledgeable of the entire campus
- c. Acquire comprehension regarding our stewardship duties to the land outlined in our lease agreement with White Memorial.
- d. Recommend policy changes that will be brought forward by the General Manager to the Board.
- e. Assist in developing short and long-range strategies for the golf course. This may include course components (i.e. irrigation system, maintenance facility, design features) that need improvement, or areas of the course that require additional maintenance and repetitive repair.
- f. Assist the General Manager / Superintendent in advisory and policy making capacity
- g. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to the Greens and related facilities and is to see to their enforcement.
- h. Assist the General Manager with educating and communicating all Greens related policies and rules of the Club.
- i. Communicate with other club committees on matters in which there is crossover of responsibility.

Litchfield Country Club

COMMITTEE CHARTER – HOUSE COMMITTEE

Effective 2024

1. Purpose

The House Committee is an advisory / support / member communication link to the General Manager, House Staff and Board. They will strive to ensure that all House activities, including food and beverage operations, service, social events, decorations, and member interaction are maintained at the highest level consistent with overall Club objectives.

2. Authority and Membership

- a. The House Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the House Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Committee Chair reports directly to the President.
- c. The Committee Chair is responsible for appointing a minimum of three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Committee Chair to serve multiple consecutive or non-consecutive terms on the Committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over Staff.
- f. The Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of each Standing Committee.

3. Operations

- a. The Committee meets a minimum of eight times per year. Committee meetings will be scheduled as needed to conduct the business of the Committee in a timely manner.
- b. The Committee Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- c. The Committee Chair will keep minutes of its meetings and will report the Committee's activities and recommendations to the Board at the regular monthly board meetings.
- d. The Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to the House and see to their enforcement.
- b. Assist the General Manager and Staff with educating and communicating all House-related policies and rules of the Club.

- c. Assist in developing an annual calendar of events relating to House.
- d. Participate in the planning of and oversee all events relating to House.
- e. Each Committee member will take the lead as host of a minimum of one event annually.
- f. Communicate with other Club Committees on matters in which there is crossover of responsibility.
- g. Assist in preparing short and long-range strategies focusing on enhanced membership satisfaction and participation in Club activities that are within the Committee's jurisdiction.

Litchfield Country Club
Membership Committee Charter
Effective 2024

1. Purpose

The Membership Committee has general charge and supervision of all matters relating to the admission, retention and resignation of Members. The Committee has general charge and supervision of all matters relating to the admission, retention and resignation of Members. The Committee is to implement and when necessary propose to the Board and General Manager actions that will encourage the application and admission of new Members and the retention of current Members.

2. Authority and Membership

- a. The Membership Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the Membership Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Committee Chair reports directly to the President.
- c. The Committee Chair is responsible for appointing a minimum of three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Committee Chair to serve multiple consecutive or non-consecutive terms on the Committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over staff.
- f. The Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of each Standing Committee.

3. Operations

- a. The Committee meets a minimum of four (4) times per year or as needed.
- b. Committee meetings will be scheduled as needed to conduct the business of the Committee in a timely manner.
- c. The Committee Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- d. The Committee Chair will keep minutes of its meetings and will report the Committee's activities and recommendations to the Board at the regular monthly board meetings.
- e. The Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to Membership and is to see to their enforcement.
- b. Assist the General Manager and Staff with educating and communicating all Membership admission, status change and resignation-related policies and rules of the Club.
- c. Assist in developing an annual calendar of events relating to meeting potential members.
- d. Participate in the planning of and oversee all events relating to welcoming new members.
- e. Communicate with other club committees on matters in which there is crossover of responsibility.
- f. Assist in preparing short- and long-range strategies focusing on enhanced membership satisfaction and participation in club activities that are within the Committee's jurisdiction.

Litchfield Country Club
Paddle Committee Charter
Effective 2024

1. Purpose

The Paddle Committee serves as an advisory / support / member communication link to the General Manager and Paddle Chair and provides feedback and assistance as needed in order to organize and execute a successful Paddle season.

2. Authority and Membership

- a. The Paddle Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the Paddle Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Committee Chair reports directly to the President.
- c. The Committee Chair is responsible for appointing a minimum of three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Committee Chair to serve multiple consecutive or non-consecutive terms on the Committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over staff.
- f. The Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of each Standing Committee.

3. Operations

- a. The Committee meets a minimum of once per year. Committee meetings will be scheduled as needed to conduct the business of the Committee in a timely manner.
- b. The Committee Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- c. The Committee Chair will keep minutes of its meetings and will report the Committee's activities and recommendations to the Board at the regular monthly board meetings.
- d. The Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to Paddle and is to see to their enforcement.
- b. Assist the General Manager and Staff with educating and communicating all Paddle-related policies and rules of the Club.

- c. Assist in developing an annual calendar of events relating to Paddle.
- d. Participate in the planning of and oversee all events relating to Paddle.
- e. Communicate with other club committees on matters in which there is crossover of responsibility.
- f. Assist in preparing short- and long-range strategies focusing on enhanced membership satisfaction and participation in club activities that are within the Committee's jurisdiction.

Litchfield Country Club
Pool Committee Charter
Effective 2024

1. Purpose

- a. The Pool Committee shall, subject to the direction of the Board of Governors, review and make recommendations concerning the current and long-term use and development of the Club's fenced pool facility, including the main pool, the wading pool, the bath house facilities, the fenced property and the adjacent green space on the north side, outside of the fenced boundary (collectively, "the Pool Facility").
- b. The scope of the Committee's oversight shall include the appearance, function, safety and operations of the fenced pool facility and adjacent green space. It pursues projects as designated and approved by the Board of Governors.

2. Authority and Membership

- a. The Pool Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the Pool Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Pool Chair reports directly to the President.
- c. The Pool Chair is responsible for appointing at least three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Committee Chair to serve multiple consecutive or non-consecutive terms on the Committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over staff.
- f. The Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of each Standing Committee.

3. Operations

- a. Committee meetings will be scheduled as needed in order to conduct the business of the Committee in a timely manner.
- b. The Pool Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- c. The Committee Chair will keep minutes of its meetings and will report the Committee's activities and recommendations to the Board at the regular monthly board meetings.
- d. The Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to the Pool Facility and see to their enforcement.
- b. Assist the General Manager and Staff with educating and communicating all Pool Facility-related policies and rules of the Club.
- c. Assist in developing an annual calendar of events relating to the Pool Facility.
- d. Participate in the planning of and oversee all events relating to the Pool Facility, including Swim Team meets at home and away.
- e. Communicate with other club committees on matters in which there is crossover of responsibility.
- f. Assist in preparing short- and long-range strategies focusing on enhanced membership satisfaction and participation in club activities that are within the Committee's jurisdiction.

5. *Club Managed Operations (for clarity during management transition)*

- a. While the Pool Chair and Pool Committee are to remain informed of and provide necessary guidance with respect to general pool operations, they are NOT responsible for Pool Facility operations, including:
 - i. General maintenance of the Pool Facility, its equipment and the surrounding area including but not limited to:
 1. Identification and coordination of needed repairs
 2. Grounds maintenance (i.e. weeding, mowing, decorative planters, surrounding trees)
 3. Stocking and cleaning the pool house
 4. Garbage and recycling
 5. The storage shed and fenced pool equipment area
 6. Maintenance of the pool accessories such as pool furniture, lane lines, ladders, accessibility stairs, lifeguard equipment, water aerobics or swim team equipment, etc.
 7. Oversight of the pool maintenance operator or other vendors, such as for pool chemicals, carbon dioxide tanks, propane tanks, water/plumbing, etc.
 - ii. Oversight of the Pool Director, Manager or Swim Team Coach and the respective duties and responsibilities outlined in their respective job descriptions.
 - iii. Hiring and management of lifeguards.
 - iv. Any other human resource operations such as hiring, onboarding or termination of employees.
 - v. Licensing, permits, or compliance with local and state regulations pertaining to pool operations and staff.

Litchfield Country Club
Tennis Committee Charter (Tennis & Pickleball)
Effective 2024

1. Purpose

The Tennis Committee serves as an advisory / support / member communication link to the General Manager and Head Racquet Sports Professional(s). They will strive to ensure that the tennis and pickleball programs meet membership needs and ensure that the respective sports' rules and policies are in line with current trends. Sub-committees may be formed for tennis or pickleball each of which will report to the Tennis Chair. Paddle Tennis maintains a separate Committee in collaboration with the Paddle Chair.

2. Authority and Membership

- a. The Tennis Committee is a Standing Committee of the Board of Governors.
- b. The Chair of the Tennis Committee is to be appointed by the President at the Annual Board meeting and is to serve until the following Annual Board meeting or until a successor is appointed. The Tennis Chair reports directly to the President.
- c. The Tennis Chair is responsible for appointing a minimum of three Regular Members to the Committee. Committee members serve one-year terms and may be reappointed by the Tennis Chair to serve multiple consecutive or non-consecutive terms on the committee. A Committee member may choose to resign at any time.
- d. The Committee may invite additional LCC members to volunteer, assist, and advise the Committee on special projects.
- e. Committee Members are not permitted to direct or exercise authority over staff.
- f. The Tennis Committee will not expend Club funds or incur obligations on behalf of the Club without due authority of the Board, the President, or the Treasurer. The Tennis Committee has the authority to spend cumulatively in any calendar year up to \$1,000 for unbudgeted expenditures.
- g. The President and General Manager are ex-officio members of the Tennis Committee.

3. Operations

- a. The Tennis Committee meets a minimum of twice per year. Committee meetings will be scheduled as needed to conduct the business of the Committee in a timely manner.
- b. The Chair will preside over Committee meetings. A majority of Committee members will constitute a quorum.
- c. The Committee Chair will keep minutes of its meetings and will report the Committee's activities to the Board at the regular monthly board meetings.
- d. The Tennis Chair shall attend monthly Board meetings to report on the activities and recommendations of the Committee. The Tennis Chair will prepare monthly written committee reports to present to the Board of Governors. An Annual Report will be prepared and submitted to the Board prior to the Annual Meeting.
- e. The Tennis Committee will review and assess the Committee Charter annually and propose any changes to the Board of Governors for approval.

4. Duties & Responsibilities

- a. Recommend to the Board and General Manager the adoption of or amendments to the Rules pertaining to the use of the tennis courts, paddle courts and related facilities and is to see to their enforcement.
- b. Assist the General Manager and Director of Tennis with educating and communicating all tennis related policies and rules of the Club.
- c. Assist in developing an annual calendar of events that will promote fair, fun, and equitable play.
- d. Participate in the planning of events (outlined in the annual calendar) and assist with preparation as needed, including encouraging member participation.
- e. Communicate with other club committees on matters in which there is crossover of responsibility.
- f. Assist in preparing short and long-range strategies focusing on enhanced membership satisfaction and participation in club activities that are within the Tennis Committee's jurisdiction.
- g. The Tennis Chair will promptly relay member wants, needs, suggestions, comments, or concerns in writing to the General Manager.
- h. Monitor the Pro Shop to ensure that the Director of Tennis stocks merchandise appropriate to the tennis-related needs of the Membership.
- i. Committee is not responsible for the daily operations of the tennis programs, facilities, on-going maintenance of the courts, equipment, and the surrounding areas.
- j. Be a strong advocate of all of the club's tennis and pickleball programs