



<b>Document No.</b>	TOR4
<b>Document Name</b>	KGC House Committee Terms of Reference
<b>Version</b>	1.0
<b>Document Owner</b>	KGC Management Committee
<b>Date Approved</b>	18 May 2026

## Composition

The House Committee will consist of:

- House Chairperson – appointed by the KGC Management Committee
- Raffles Coordinator
- Bar Manager

## Roles and Responsibilities

1. The KGC Management Committee provides strategic and financial oversight of the House Committee.
2. The House Chairperson is responsible for ensuring the efficient and effective operation of the bar and kitchen facilities. This includes:
  - **Staff Management**
    - Hiring, rostering, performance management, contract negotiations.
    - Ensuring that all staff are appropriately qualified.
    - Any staff planning must be approved by the KGC Management Committee prior to implementation.
  - **Financial Management**
    - Prepares budgets, pricing, and financial reports related to the bar and hospitality services and presents these to KGC Management Committee for ratification.
  - **Compliance and Governance**
    - Ensures that the Club adheres to licensing laws, health & safety regulations and employment policies.
  - **Member & Guest Satisfaction**
    - Ensures a high standard of service to enhance the overall club experience.
  - **Event Planning**
    - Oversees major club events and functions where the bar plays a key role. Ensures a selection of food is available and prepared in accordance with club policies and legislation.
  - **Cleaning**
    - Arrange routine cleaning of the toilets, windows, external toilet on 12.
    - Ensure that all other cleaning of the bar, cool rooms, kitchen and back area is completed to an acceptable standard by the bar staff under the supervision of the Bar Manager.
  - **Fleet Maintenance**
    - Arrange routine and emergent maintenance and repair of electric carts.

## Version information

Version	Details/Changes	Approved by	Date
1.0	New document.	KGC Management Committee	18 May 2026