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| <b>Document No.</b>   | TOR5                                        |
| <b>Document Name</b>  | KGC Greens Sub-Committee Terms of Reference |
| <b>Version</b>        | 1.0                                         |
| <b>Document Owner</b> | KGC Management Committee                    |
| <b>Date Approved</b>  | 19 June 2026                                |

## Composition

The Greens Sub-Committee will consist of:

- Greens Chairperson – appointed by the KGC Management Committee
- Club Captain
- Womens' Captain (as required)
- Volunteer Coordinator (when the position exists) - appointed by the KGC Management Committee
- Head Greenkeeper

## Roles and Responsibilities

1. The KGC Management Committee provides strategic and financial oversight of the Greens Committee. They are also responsible for approving any staff planning, recruitment processes and contract negotiations.
2. The Greens Committee will communicate regularly through the KGC Greens Committee Facebook chat to ensure that any relevant information can be communicated to the KGC Management Committee, members or bar staff in a timely manner.
3. The Greens Committee will meet monthly to discuss activity for the ensuing month and to prepare a report to go to the KGC Management Committee.
4. The Greens Committee is responsible for the development and maintenance of the golf course, equipment, greens staff and volunteers. This includes:
  - **Staff Management**
    - Developing recruitment processes for KGC Management approval.
    - Conducting approved recruitment processes, advising KGC Management Committee of the outcomes for approval and negotiating contract arrangements for KGC Management approval.
    - Rostering and performance management.
    - Ensuring that all staff are appropriately trained and qualified.
    - The President and the Chairperson are the direct supervisors of the Head Greenkeeper.
  - **Volunteer Management**
    - Recruitment and training of volunteers.
    - Ensuring that all volunteers hold the appropriate licenses to operate any equipment and have completed appropriate training and safety requirements as deemed necessary.
    - Ensure that volunteers make contact with the greenkeeper prior to doing any work (monitor the sign-in book).

- **Financial Management**
  - Prepare budgets, pricing, and financial reports related to machinery and course maintenance and improvement and presents these to KGC Management Committee for ratification.
- **Compliance and Governance**
  - Ensures that the Club adheres to health & safety regulations and employment policies.
- **Course maintenance and improvement**
  - Ensures a high standard of course presentation to enhance the overall golfing experience for our members and guests.
  - Monitor and provide direction for the activities to be undertaken by the Head Greenkeeper and volunteers.
- **Equipment and Machinery Maintenance**
  - Arrange routine and emergent maintenance and repair of grounds machinery and equipment.

## Version information

| Version | Details/Changes | Approved by              | Date         |
|---------|-----------------|--------------------------|--------------|
| 1.0     | New document.   | KGC Management Committee | 19 June 2026 |