CHARTER
GOLF COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION

I. AUTHORITY


II. PURPOSE

To advise the POA staff on matters pertaining to Golf Department functions in the areas of play, course operations, and others as may be brought before the committee within the policies and guidelines of the Board of Directors.

III. ORGANIZATION AND APPOINTMENT

A. The committee shall consist of nine members of the Property Owners' Association who shall be appointed by the Board of Directors.

B. Committee members shall be appointed prior to the regular April Board meeting for staggered three-year terms. Appointments made to fill a vacancy shall serve the balance of the term vacated.

C. A chairperson shall be elected by a majority of the committee members for a term of office not to exceed one year and shall not succeed himself/herself unless requested by the committee and authorized by the Board of Directors. He/she shall preside over all meetings, announce the order of business, state and put to vote all motions brought before the committee and appoint sub-committees as required to conduct the committee's business. Guidelines to assist the chairperson in the execution of his/her duties can be found in POA Operating Policies, Chapter 7, Article 3.

D. A vice-chairperson shall be elected by the committee. The vice-chairperson shall perform the duties of the chairperson in his/her absence.

E. A secretary shall be designated to record minutes of all meetings.

IV. DUTIES AND RESPONSIBILITIES

To work in coordination with the POA Golf Department staff

1. To promote the game of golf in the Village.
2. To assess Village courses, as required, and make recommendations to POA staff for potential changes.

3. To support organized golf endeavors (other than league play) that target special golfers in the Village.

4. To receive input from property owners for potential recommendations under the purview of Golf to POA staff for possible implementation.

5. To annually review fees collected by the Golf Department and make recommendations for possible changes.

V. LIMITATIONS

A. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.

B. The committee is not authorized to commit funds of the POA.

C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.

D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any other person doing business, attempting to do business, or in conflict with or in competition with the POA.

VI. MEETINGS

A. The committee shall meet monthly at a scheduled time and place. Additional meetings may be held if required or desired by the committee.

B. A member wishing to make a motion to the committee for consideration should transmit a copy of the motion to the chairperson and POA staff liaison for attachment to the agenda for the next scheduled meeting. The subject of the motion shall be made an agenda item. Sub-committee reports need not be attached to the agenda. Consideration for adoption can be made when the report is presented to the committee.

C. A member wishing to have an item placed on the agenda shall provide the request any backup material to the chairperson and POA staff liaison for attachment to the agenda prior to distribution.
VII. REPORTS

A. Minutes of meetings shall be submitted to the office of the General Manager for distribution and filing no later than Thursday immediately prior to the regularly scheduled Board meeting.

B. Annual report of committee activity to be completed in accordance with Article XII, Section 4.K, of the By-Laws.

C. Sub-committee final reports shall be signed by the sub-committee chairperson and distributed to the committee as a whole at the time of presentation. If the chairperson elects to electronically transmit reports in advance of the presentation, they shall be deemed signed by the chairperson upon transmission to fellow committee members. Report presentations will be separate agenda items. If a report was not agreed to by a unanimous vote, a minority report may be presented.

8-30-01, Adopted 9-19-01, 9-18-02, 10-17-07