

**Catalina Country Club Ltd**  
**By-law Number 23**  
**Projects Committee - Terms of Reference**

<b>Approved BOD 19.06</b>	<b>Page: 1 of 2</b>
<b>Previously considered at BOD: NA</b>	<b>Persons Affected: All Members</b>
<b>Replaces: Building Committee Terms of Reference</b>	<b>Effective: 27/06/2019</b>

**1. Definitions**

Definitions will be as per the Constitution of the Club.

**2. Membership**

The Committee's members will be:

**The Chairperson** must be a Director of the Club. Ideally, the Chair of the F&BDC will chair the Projects Committee (PC) given the financial focus of all projects.

**One Director of the Club.** For building projects, a director with some building or project management experience should be the preferred participant. For course projects, the Chair of the GG&CC is the preferred nominee.

**The General Manager**, acting as an adviser to the committee (non-voting), who may be deputised by a nominated staff member. The GM will provide secretarial support to the PC.

**Up to two Full Members (Standing) of the Club**, at the invitation of the Board, who have requisite building/project management skills and attend with full voting rights.

**The President of the Club** (ex officio).

**3. Meetings**

**3.1** The **Chair** or their deputy will call meetings as and when required, with meeting agenda copied to all directors, who are free to attend as observers.

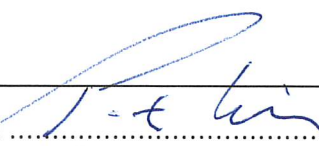
**3.2** **Meetings** may be held at short notice to meet exigencies. Projects will be dealt with in two sub-groups categories, as Clubhouse (building) or Course (grounds) projects. The Course Superintendent (non-voting) shall be invited to any meeting dealing with course (grounds) project deliberations.

**3.3** **Quorum** will be three and must include a minimum of 2 directors.

**4. Duties**

**4.1 The Committee** will oversee the progress and management of any approved project assigned to it by the Board. Projects will be dealt with in two sub-groups categories, namely, 'building' or 'grounds' projects. It will have the authority to make decisions with respect to an active project up to a financial limit that which has been set by the Board for that project. For decisions involving additional funds to those already approved by the Board, or significant change to the approved schedule, the Committee will recommend a course of action directly to the Board.

**4.2 The Committee** may, either at its own instigation, or at the request of the Board, debate and make recommendations to the Board with respect to future project visions or change in scope to approved projects.

Authenticated  on this day 1 JULY 2019  
P J Criss, President