



Book	Policy Statements
Section	Committees
Title	Standing Committees of the Governing Board
Code	03
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RECREATION CENTERS OF SUN CITY WEST, INC.
POLICY STATEMENT – C 3
Standing Committees of the Governing Board

1.0 Charge of the Standing Committees:

The charge of the Standing Committees shall be as follows:

1.1 Sports Pavilion and Bowling Committee

1.1.1 The Sports Pavilion and Bowling Committee shall act as liaison between the Governing Board and bowling members of the Association as well as the other users of the Sports Pavilion.

1.1.2 This Committee shall review and make recommendations to the Governing Board and the General Manager regarding the general maintenance and operations of the Sports Pavilion and the bowling facility.

1.1.3 This Committee may provide recommendations to the General Manager prior to all potential changes of bowling fees.

1.1.4 This Committee Chair shall make recommendations to the General Manager and governing Board for capital equipment and projects by December 1, each year.

1.2 Budget and Finance Committee:

1.2.1 The Budget and Finance Committee shall review all aspects of

the financial policies and financial plans of the Association and make recommendations to the Governing Board and the General Manager.

1.2.2 This Committee shall provide recommendations to the Governing Board regarding the General Manager's proposed Annual Financial Plan for the ensuing fiscal year, the Five Year Financial Forecast, capital equipment and projects by December 1 each year, and the Association's insurance requirements and policies.

1.2.3 Prior to the first day of January each year, this Committee shall recommend for Governing Board approval, a reputable certified public accounting firm to conduct the annual financial audit.

1.2.4 This Committee shall oversee and report the performance and balances of invested Association Reserve Funds on a quarterly basis to the Governing Board and recommend Policy changes regarding the investment of Reserve Funds as necessary.

1.3 Chartered Clubs Committee:

1.3.1 The Chartered Clubs Committee shall act as liaison between the Governing Board and the Chartered Clubs.

1.3.2 At the request of the Governing Board or the General Manager, this Committee shall investigate and make recommendations regarding Chartered Club administrative, personnel, financial, or facility usage matters.

1.3.3 This Committee shall continually assess the Clubs' adherence to the Chartered Club Rules, Regulations, and Procedures (RR&Ps) and make recommendations to the General Manager and the Governing Board for amending the RR&Ps.

1.3.4 This Committee, working in conjunction with the Properties Committee, shall review all requests the General Manager receives for additions, modifications, reuse or reassignment of Club facilities.

1.3.5 The Committee Chair shall make recommendations to the General Manager and Governing Board for capital equipment and projects by December 1, each year.

1.4 Golf Committee:

1.4.1 The Golf Committee shall act as liaison between the Governing Board and members of the Association, inclusive of all Chartered Clubs, golf group leadership and recreational golfers.

1.4.2 This Committee shall review and make recommendations to the Governing Board and the General Manager regarding overall operations of Environmental Services, Golf Operations and Marketing including any proposed alterations of the golf course designs.

1.4.3 This Golf Committee may provide recommendations to the General Manager and Governing Board prior to all potential changes of golf fees.

1.4.4 The Committee Chair shall make recommendations to the General Manager and Governing Board for capital equipment and projects by December 1 each year.

1.5 Properties Committee:

1.5.1 The Properties Committee shall meet with the Association Facilities Projects Superintendent, Facilities Maintenance Operations Superintendent, Recreation Activities Manager, and/or others suggested by the General Manager to evaluate and make recommendations on association proposed new construction and major maintenance or renovations of the physical assets of the Association.

1.5.2 This Committee shall evaluate and make recommendations on capital budget items related to properties, as proposed by staff or the Governing Board. This includes Association facilities space requirements, including spaces for new clubs or the reuse or reallocation of current club spaces in conjunction with the Chartered Clubs Committee, beautification, architectural projects and other tasks as and if requested by the General Manager and/or the Governing Board.

1.5.3 This Committee shall conduct, with management, an annual inspection review of all Association facilities to determine their material condition, to include any changes, repairs and maintenance deemed appropriate by the last business day of November to facilitate the capital budget process. The committee chairperson will submit the findings to the General Manager and the Governing Board by December 1, during the initial phase of the General Manager's budget planning process.

1.5.4 The Committee Chair shall make recommendations to the General Manager and Governing Board for capital equipment and projects by December 1, each year.