TELLICO VILLAGE
PROPERTY OWNERS ASSOCIATION
GOLF ADVISORY COMMITTEE CHARTER

## I. AUTHORITY/REPORTING RELATIONSHIP

- Article VI of the By-Laws of the Tellico Village Property Owners Association, Inc. (the TVPOA).
- Reports to the Director of Golf Operations.
- Operates within TVPOA Board's annual objectives and departmental goals.

## II. PURPOSE

- The Golf Advisory Committee provides strategic counsel to the Director of Golf Operations.
- Provides assistance/support to the Director of Golf Operations in the performance of his/her duties as directed by him/her. Acts as additional resource as requested.
- Carries out special studies/projects at the direction of the Director of Golf Operations.
- Identifies and informs the Director of Golf Operations and/or TVPOA Board (the Board) of potential material issues affecting Tellico Village.
- Serves as a liaison between the community and other Advisory Committees and the Department that it supports.

## III. APPOINTMENT

A. Committee members shall be TVPOA members in good standing or persons residing within the communities and other areas surrounding Tellico Village and shall be appointed by the Board.

B. Committee terms shall normally be for three years commencing on the first day of January following their appointment, with approximately one-third of the members appointed each year.

C. Vacancies on the Committee shall be filled by the Board for the remainder of the departing Committee member's term.

## IV. DUTIES

A. Within the scope of its responsibilities, monitor issues and analyze concerns of the community keeping the Director of Golf Operations informed of same. Provide feedback to the community and the Board as directed by the Director of Golf Operations.

B. Augment the knowledge, skills and resources of the Golf Operations Department as requested. Provide additional perspective to the Department.

C. Evaluate plans/programs and make recommendations as appropriate.

D. Take on projects as assigned by the Director of Golf Operations, acting as additional technical expertise and resource. Advise and suggest appropriate courses of action.

E. Serve as a consultant to Director of Golf Operations in areas of expertise.

F. Coordinate with other Advisory Committees in the accomplishment of goals and objectives. Each member will serve as a liaison to another Advisory Committee so as to gather and disseminate information.

G. Promote understanding of the rules and etiquette of the game of golf and oversee any rules or handicap compliance mandated by the USGA.

H. Establish a subcommittee for implementing and administering the USGA Handicap System.

I. Promote understanding of environmentally responsible golf course management including maintenance of all Tellico Village Golf Course Certified Audubon Cooperative Sanctuary status.

J. Perform other duties at the discretion of and as directed by the Director of Golf Operations.

## V. COMMITTEE STRUCTURE

A. The Committee shall consist of no fewer than three (3) and no more than seven (7) voting members, the number of which shall be determined by the Director of Golf Operations annually prior to the appointment of new members by the Board. The Committee shall, by majority vote, elect a Chairperson and Vice Chairperson for a term of office expiring at the end of the year for which the officer is elected to serve.

B. A quorum, which shall be a majority of the voting Committee members, is required for an official meeting of the Committee. Actions of the Committee require a majority of voting members present.

C. A TVPOA Board member may serve as liaison to the Committee. For coordination, the Director of Golf Operations and the Board Liaison shall serve as non-voting *ex-officio* members. Other non-voting *ex-officio* members shall serve as the Board deems necessary.

D. The Committee may utilize subcommittees as needed in achieving its goals and shall oversee the operation of such subcommittees. Except as provided in Subsection V(E) below, subcommittees shall be comprised entirely of Committee members.

E. The Committee may also utilize *ad hoc* committees as needed to achieve its goals. *Ad hoc* committee members may consist of both members and non-members of the Committee as recommended by the Director of Golf Operations and approved by the Board. Except as provided in this subsection, no other *ad hoc* committees may be appointed by the Committee without the Board's prior approval of the new *ad hoc* committee's purpose, term and membership.

## VI. LIMITATIONS

A. The Committee is not a governing body. As such, it shall not independently formulate and implement policy, issue directives, exercise approval authority or assume a superior position to Director of Golf Operations.

B. The Committee shall not serve as a check on, evaluator or perform oversight of managerial authority/performance.

C. The Committee shall not act independently or outside the scope of its responsibility nor shall it act contrary to established Board and Departmental goals.

D. The Committee shall not supervise, hire, fire or discipline employees of TVPOA.

E. The Committee shall not negotiate or contract with third parties, nor shall it incur unauthorized expenses on behalf of TVPOA or otherwise obligate or commit funds of the TVPOA.

F. The Committee shall maintain the confidentiality of all proprietary information of the TVPOA or furnished to the TVPOA.

## VII. MEETINGS

A. Regular Committee meetings will be held monthly on an announced basis and are open to TVPOA members.

B. Special meetings may be held at the discretion of the Committee and will be open to all TVPOA members unless the purpose of the meeting is to discuss

personnel, litigation, contract negotiations or sensitive matters regarding TVPOA members. The Committee is encouraged to give notice of special meetings.

C. Workshops may be held at the discretion of the Committee. As these are working sessions for Committee members, they are not necessarily open to TVPOA members unless the Committee Chair and the Director of Golf Operations feel that such input is useful to the objective being worked on.

## VIII. DISPUTE RESOLUTION

Should disagreements arise between an Advisory Committee and the functional department that it serves, the proper sequence of resolution is as follows:

1. Discussion between the Advisory Committee Chair and the Director of Golf Operations.
2. Elevation of the disagreement to the TVPOA General Manager.
3. Elevation of the disagreement to the Board for final and binding resolution.

## IX. REPORTS

The Committee will be expected to furnish an oral report at Board meetings, when requested, which shall include any Board action requested by the Committee.

Minutes of Committee meetings shall be maintained and furnished to the Board on a timely basis.

APPROVED BY THE TVPOA BOARD OF DIRECTORS: 12/19/18