

TERMS OF REFERENCE FOR THE HOUSE COMMITTEE OF THE ROYAL SOLENT YACHT CLUB

1. Title

House Committee.

2. Chairperson and Secretary

The Rear Commodore House is Chair of the Committee and the Club Secretary is the Committee Secretary.

3. Appointment

The Rear Commodore House may appoint GC members and individuals of the membership as a whole according to the expertise required to fulfill the tasks and responsibilities required to serve on the House Committee.

The membership of the House Committee should take into account the advantages of continuity when the Rear Commodore House's term of office is over and a new Rear Commodore House is installed.

A vacancy arising on the House Committee may be filled by another General Committee member or individual from the membership appointed by the Rear Commodore House until the next AGM.

The General Committee should ratify all members of the House Committee.

4. Specific tasks and activities undertaken by the House Committee

- 4.1 Formulating a diverse and profitable Social Programme in conjunction with the Rear Commodore House.
- 4.2 The identification of new social events and on shore activities.
- 4.3 Encouraging and supporting the involvement and training of member volunteers to help with onshore events, ensuring that their activities and those of the Club staff are coordinated and complementary.
- 4.4 Encouraging and supporting the involvement of junior members and potential members.
- 4.5 Liaising with and assisting the Events Manager to ensure that the Club is appropriately decorated for key functions, including the lead Flower Lady in terms of floral decorations.
- 4.6 Advising on the ambience, décor and furnishings within the Club.

5. Roles & Responsibilities of the House Committee

5.1 Publications and Media: Contributing to Club magazines, newsletters and other marketing material aimed at the promotion and retention of membership and the long-term interests of the Club.

5.2 Maintenance of Club Assets

Liaising with the Secretary regarding any significant refurbishment of the Club's internal assets.

6 House Committee Meetings

Are normally held monthly. The meeting minutes should also be circulated to the Secretary and General Committee.

7 Reporting

The House Committee reports to the General Committee.

8 Executive Action

Executive actions are conducted through the Club Secretary.

9 Review of this TOR document

This document should be reviewed every 5 years.

Approved by the GC on 30th April 2021