

# **The American Club, Singapore**

## **Standing Committees, Sub-Committees and Ad hoc Committees- Descriptions**

Updated September 22, 2015

### **Executive Committee (EXCO)**

Members: 4 members to include President, Vice-President, Secretary and Treasurer of current General Committee

Chair: President of the General Committee

Meetings: Held once a month approximately one week before the General Committee Meetings

The current President, Vice President, Secretary and Treasurer elected by the General Committee shall comprise an Executive Committee of the General Committee. The Executive Committee shall propose the agenda for meetings of the General Committee and make recommendations to the General Committee as to matters of policy. The Executive Committee shall, in emergency cases and such other situations as the General Committee shall determine, be authorized to make decisions on behalf of the General Committee when the General Committee is not in session and it is not practical to assemble the General Committee or otherwise poll its members for a collective decision, provided that all such decisions of the Executive Committee shall be subject to ratification by the General Committee at its next meeting.

### **Strategic Planning Committee (SPC)**

Members: 7 members to include the Chairs of: Youth & Family, House, Finance, Membership, Social & Dining and Sports & Recreation Committees should be members of the Strategic Planning Committee. Other Club Members may, upon invitation of the Strategic Planning Committee Chair, be Members of the Strategic Planning Committee as well.

Chair: The Chair of the Strategic Planning Committee should be a member of the General Committee

Meetings: Monthly and as needed

The mission of the Strategic Planning Committee is to evaluate The Club's strategic focus with a view towards maximizing the value of The Club's current assets while planning for the needs and requirements of current and future Members - consistent with the mission of The Club as set by the General Committee. In the coming year(s) the Committee will remain closely involved with the pending redevelopment to ensure it remains in alignment with the Master Plan proposed and accepted by the Finance and General Committee and the Membership.

## **Leadership Development Committee (LDC)**

Members: 7-9 to include the Secretary of the General Committee

Chair: Vice President of the General Committee or his/her delegate from the General Committee

Meetings: Monthly (outside of standard business hours)

The LDC's role is to support and enhance the committee management structure of The Club by promoting the professionalism, transparency and diversity of each committee. Instituting a volunteer engagement process in order to insure broad representation and skill sets, the LDC focuses on the long term succession planning, coaching and viability of the committees.

## **Finance Committee (FC)**

Members: Up to 10 members to include the Treasurer of the General Committee

Chair: Treasurer of the current General Committee

Meetings: Held between 7-10 times per year typically on Thursday evenings

The members of the Finance Committee work together to provide guidance to Club management on strategic and tactical issues regarding finance, operations, human resources, and risk management.

The Finance Committee will:

- Assist and advise management in the development of the annual budget - both Operating and Capital - and recommend the annual budget to the General Committee
- Review the financial performance of the Club on an on-going basis and report on any material issues to the GC
- Review the audited annual accounts and recommend approval to the GC for presentation to the membership
- Identify financial and operating areas for review by Club management including follow-up and monitoring
- Review, understand, and make recommendations on risk management practices
- Work with Membership and other committees on shared interests (e.g. membership categories and pricing)

The Finance Committee will also serve as a liaison between Management, Financial Controller and Club Accountant and the external auditors. As such, all matters are expected to be treated with the utmost professionalism and confidentiality.

## **Investment Committee (IC)**

Members: up to 10

Chair: Elected from the members of the Investment Committee

Meetings: Once a quarter and as needed

The Investment Committee oversees the performance of The Club's investment portfolio and makes recommendations to the General Committee for updates and modifications to the investment policy of The Club.

The General Committee of The American Club has fiduciary responsibility for directing and monitoring the management and performance of invested assets. Therefore, the Investment Committee advises and makes recommendations to the General Committee in regards to:

- Establishing reasonable and consistent investment objectives, policies and guidelines which will direct the investment of capital assets.
- Determining the risk tolerance and investment horizon and communicating these to the investment managers.
- Searching, selecting and monitoring qualified investment professionals including the Investment Managers and thereafter monitoring their performance to assure adherence to policy guidelines.

The Investment Committee will work with external Investment Management Consultants, Investment Managers, Custodians or such other Professionals as the General Committee may deem necessary to administer its obligations.

## **House Committee (HC)**

***Sub-Committees: Library Sub-Committee and Fine Arts Sub-Committee***

Members: 9

Chair: Designated member of the General Committee

Meetings: Third Friday of the Month or as needed

The House Committee discusses and reviews the overall physical appearance, seasonal decorations, décor and conceptual space planning of all current facilities of The Club. With a view on esthetics, safety, feng shui, and culture of The Club, the volunteers represent Membership in their feedback to management. In addition, the House Committee provides oversight to the Library and Arts Sub-Committees.

## **Library Sub-Committee (LS)**

Members: 9

Chair: Elected from the members of the Library Sub-Committee

Meetings: Bi-monthly basis. Meetings are held on weekdays during lunch hour.

Purpose: The goal of the Library Sub-Committee is to provide an updated collection of reading materials to meet the recreational reading needs of the Members of the American Club, including adults, young adults and children. The Library Sub-Committee works on an ongoing basis with the Library staff to set library policy, select and procure library materials, manage the library budget, and develop library programs which promote reading, and to provide a quiet, comfortable reading environment for the enjoyment of Club Members.

## **Fine Art Sub-Committee (FAC)**

Members: 5

Chair: To be elected from the members of the Fine Art Sub-Committee

Meetings: Every 2<sup>nd</sup> Thursday of each month

The Fine Art Sub-Committee will strive to have a wide range of artwork displayed for the enjoyment and education of the Club Members as well as to enhance the décor of the facility.

## **Membership Committee (MC)**

Members: 12 members

Chair: Vice-President of the General Committee

Meetings: Monthly, evening meetings

The membership committee has insight into and acts as an advisor to the General Committee on Membership demographics, Corporate Memberships, status of wait lists, etc. They will act as liaison between Members and the Membership Department regarding questions on entrance fees, dues, payments plans, transfer fees, absence requests and policies and resignations. Often the first point of contact for new members, the membership committee will take part in Introduction Cocktails and organize meet and greets with new members to welcome them into The Club community.

## **Social and Dining Committee (S&D)**

Members: 10

Chair: Designated member of the General Committee

Meetings: Monthly

The Social and Dining Committee is made up of a diverse group of energetic and friendly members of the American Club community. Together, they work to promote Member satisfaction in food and beverage outlets, events and policies throughout The Club. With interest to protect the financial viability and culture of the club, the committee acts as a conduit between Members, management and the General Committee on such matters.

## **Youth and Family Committee (Y&F)**

Members: 9

Chair: Designated member of the General Committee

Meetings: Monthly (daytime meeting)

The mission of the Youth & Family Committee is to act as an advisory body and a sounding board for The Club staff, to support them to make The Club our Members' favorite destination for family fun, and a center for social, recreational and educational activities for Club families. Members of this committee represent a diverse range of families from infant and toddler, to junior members, to empty nesters. As such they are able to provide ongoing feedback about opportunities to bring new and exciting events and offerings to the club. With their input the Youth Managers are able to continually enhance the Youth & Family offerings and provide the highest quality service to Club families.

## **Sports and Recreation Committee**

### **Gym Sub-Committee**

Members: 7

Chair: Elected from the members of the Gym Sub-Committee

The mission of the Gym Sub-Committee is to create a first class wellness program that addresses Members needs by providing a total and diversified program in body, mind and spirit. This is to be

accomplished through a combination of the gymnasium, spa and educational opportunities and is to address all age and interest levels.

## **Squash Sub-Committee**

Members: 8

Chair: Elected from the members of the Squash Sub-Committee

The mission of the Squash Sub-Committee is to enhance and expand squash activities to ensure full satisfaction for active Club Members. Improving communication and visibility of the American Club's squash reputation internally, the committee encourages the participation of new Members in the squash league and externally, to maintain and enhance the American Club's squash reputation among other squash teams and clubs in Singapore.

## **Tennis Sub-Committee**

Members: 8

Chair: Elected from the members of the Tennis Sub-Committee

Meetings: 6 times per year. Meetings are held on Fridays during lunch.

The mission of the Tennis Sub-Committee is to create an outstanding program that addresses Members' needs by improving player skills, developing a sense of fair play and sportsmanship in a fun atmosphere extending to all ages and levels of ability that promote understanding and goodwill in a multi-cultural environment. The Tennis Sub-Committee is to be the liaison between the Members of the tennis playing community, the tennis pro and club management. The Tennis Sub-Committee is an advisory group that works together with the tennis pro and club management to make sure that the tournaments, children's and adult programs are in conjunction with the needs of the tennis community.

## **Spa Sub-Committee**

Members: 4

Chair: Elected from the members of the Spa Sub-Committee

The mission of the Spa Sub-Committee is to liaise with GC members and other Club Members regarding spa policies and promotions making appropriate recommendations in order to increase member usage

and satisfaction, plus provide consistency in operations and a pleasing spa experience to all patrons while at the same time increasing spa usage.

## **Rules Committee**

### ***Sub-Committee: Nominating Sub-Committee***

Members: At least 5 and no more than 9 members, appointed by the General Committee for a one year term.

Chair: Designated member of the General Committee (with extensive knowledge of the Club and its history. It is desirable that the Secretary and two to three members of the General Committee serve on the Rules Committee.)

Meetings: The Rules Committee generally meets several times each month during a major revision process and otherwise on an as required basis.

Members of the Committee have knowledge of the Club and background and experience, which enable them to contribute meaningfully to a review and assessment of proposed changes in either the Constitution or the Bylaws of The Club. The Rules Committee prepares or review drafts of amendments to the Constitution and Bylaws for consideration by the General Committee. The members of the Rules Committee are required to make recommendations that are clear and unambiguous and have attention to detail. In addition, the Rules Committee provides oversight to the Nominating Sub-Committee.

## **Nominating Sub-Committee**

Members: 3 members with the caveat that no Member who seeks to be nominated or is a relative of a person who seeks to be nominated, shall be eligible to serve on the Nominating Committee.

Chair: An elected member of the Nomination Sub-Committee.

Meetings: Subject to the timetable for completion of nominations established by the Club secretary, shall determine the schedule and frequency of its meetings.

The Nominating Committee shall seek to identify and nominate the best available candidates from among those eligible Club Members who express an interest in running for the General Committee. The Nominating Committee is a highly capable team of experienced members who shall determine its own procedures for evaluating candidates, considering culture and nature of current needs of The Club.

## **Compensation Committee**

Members: 3 members to include the President, Treasurer and one other member of the General Committee selected by the President with the approval of the General Committee

Chair: President of the General Committee

Meetings: as required

The Compensation Committee has responsibility for overseeing the contract and compensation of the General Manager and of the senior managerial staff as a group. They work closely with the General Manager in connection with the negotiation of employment contracts for senior managerial staff of the Club. The Compensation Committee will review and approve the aggregate compensation recommended by the General Manager to be paid to the senior managerial staff in each year and any change in policy concerning cash benefits in kind provided to senior staff members.

## **Disciplinary Committee (DC)**

Members: 4 members to include the Secretary of the General Committee. Additional members may be temporarily co-opted for serious infractions.

Chair: Any member of the Disciplinary Committee may assume the Chair if the Club Secretary is not available

Meetings: As required

The Disciplinary Committee works closely with the General Committee to address both minor and serious infractions within The Club Community. By nature of the Committee and its duties, members of the committee must act with confidentiality at all times.