



Auchrannie Country Club Committee Responsibilities

Information for prospective and new Owner Representatives

OWNERS COMMITTEE RESPONSIBILITIES

The Owners' Committee is responsible for overseeing affairs relating to the Country Club. Its purpose is to make sure that the club is operated in a way that protects the Owners rights and ensures the ongoing success and standards of the Club. The committee is fully involved in major decision making and agrees and monitors both the operational and refurbishment spend to ensure that Owners receive the best possible value for their management fees, while maintaining the high standards to which the Club operates.

COMMITTEE MEMBERS AND ELECTION

The Owners Committee, comprises 5 members including three elected owner representatives and two Auchrannie Resort Representatives. Each Owners Representative serves a three year term with one representative retiring annually. As it takes time to fully understand the running of the club, it is acceptable for members to remain in post for a second term and they can declare themselves "eligible for re-election" for a second term. Owner representatives are encouraged to stand down after 6 years to allow new members to join and are normally elected or re-elected at Club AGMs.

WHAT'S NEEDED FROM OWNERS' REPRESENTATIVES

The below are desirable but some aspects are not essential so don't be put off applying if you feel you can be an enthusiastic and committed committee member. This the most important qualification for a committee member.

Meeting attendance – The Owners Committee meets formally three times a year in June/July, September/October and January (AGM and pre meeting). It is important that Owner representatives can normally be available to attend the AGM in person and to attend each committee meeting by zoom or in person.

Communication between meetings

- In general, the management company deals with urgent issues or owner's concerns between meetings, however, occasionally, input from the Owners Representatives may be needed.
- It's important that representatives have the technology and skill to communicate by email, mobile phone and to attend Zoom meetings.

Owner Interaction

- An ability to communicate effectively face to face with other owners if needed.
- A positive presence on Country Club Facebook page is desirable.

An understanding of the Club and the Resort

- You actively use your week and have some knowledge of the whole resort.
- Whilst more experienced committee members will be there to help and support new members, it is expected that new members commit to proactively finding out about the club by reading the following documents which can be found on www.auchranniecountryclub.co.uk

An Owners guide to the Country Club, Country Club Communications Infographic, Country Club Structure Infographic, Country Club Constitution, AGM minutes, Committee Minutes. There is also an additional document, "Country Club SOP for Owners Committee and Management Company", which is available from the Country Club Manager.

Other

- Owners' representatives should be an ambassador for the club, the owners and Auchrannie Resort.
- Some knowledge of being involved in business and a basic understanding of finance is desirable.
- A positive attitude, ability to interact constructively within the committee and a collaborative approach is needed.
- Representatives should act with integrity at all times, maintaining confidentiality and supporting committee decisions

EXPENSES

- Travelling expenses for committee members are paid e.g. train, plane, ferry fares and car milage.
- AGM attendance - 2 nights B&B accommodation for the Friday and Saturday including dinner on the Friday night, for the representative and partner in a twin or double room.

IF YOU'RE INTERESTED IN JOINING THE COMMITTEE

- Contact the Country Club Manager to chat through any further questions you have or get more background information.
- If you're happy to proceed, the Country Club Manager will send you a Nomination and Profile form for completion.
- Fill in the nomination form and get another owner to second your nomination.
- Complete your profile form.
- Send your nomination and profile to the Committee Chair at least 14 days prior to the AGM.
- Members will be informed of your nomination prior to the AGM and your profile will be circulated.
- At the AGM, your nomination will be proposed by the Chair and accepted by members if you are the only nominee.
- If there is more than one nominee, there will be a ballot of members. Members in the room will fill in a paper ballot and digital attendees will vote online. The result will be announced at the meeting.