

# Terms of Reference: ENTERTAINMENTS Sub-Committee

## **1. Appointment, membership and authority**

The ENTERTAINMENTS Sub-Committee is appointed by the Committee and will consist of:

- A minimum of 3 and a maximum of 7 members

The members of the Sub-Committee will be announced and published on the Club website and Club noticeboard.

## **2. Frequency of meetings**

Meetings may be held 'virtually' or 'in person' so long as a meeting in person is held within one month of the date of the AGM to elect a Chair and agree priorities and responsibilities of individual members.

## **3. The Sub-Committee's Responsibilities**

*These assume (as in membership year 2018/19) the GLTC Bar Manager is not a member of the ENTERTAINMENTS Sub-Committee: see 'Key Responsibilities: GLTC Bar Manager'*

The responsibilities of the Sub-Committee shall be to organise and administer key aspects of the entertainment calendar at the Club, with the GLTC Bar Manager's co-operation, as follows:

- The annual President's Ball (within a written budget as agreed with Treasurer)\*\*;
- Opportunities to welcome new members (e.g. barbeque)\*\*;
- Assisting the Membership Secretary with the Wimbledon Ticket ballot evening;
- Arranging other social events\*\* for members and their guests as resources allow, for example:
  - Gin or whisky tasting nights;
  - Music evenings;
  - Specialist food events.

The ENTERTAINMENTS Sub-Committee may support the GLTC Bar Manager with events for which the latter is responsible (e.g. quiz nights, Triathlon or ad-hoc barbeques) but only subject to sufficient volunteers and resources.

*\*\* Any purchases or delegated authority to be agreed with the Treasurer in writing.*

## **4. Reporting procedures**

The Sub-Committee may take minutes of its meetings or may summarise its decisions via the club's newsletter or website. At least 3 days before any meeting of the Committee a summary of key decisions or requests for support will be sent to the Committee via the Honorary Secretary. The Chair (or their delegate) shall summarise the work of Sub-Committee at each AGM.