LA County Golf Advisory Committee – Role Descriptions

Golf Advisory Committee History (to be included before each Role Description)

The Golf Advisory Committee (GAC) is an instrumental advisory group to the Department of Parks and Recreation (DPR), its golf department, and, ultimately, the Director of Parks and Recreation. The Committee was formed years ago by the LA County Board of Supervisors and operates under the Brown Act, which governs public meeting rules, agendas, minutes, and public comment.

As an official advisory committee to the DPR, the GAC makes recommendations on various items relative to the County's 20 operational golf courses. It is instrumental in representing the greater community and involving community members interested in the game, courses, and community development.

The GAC's purpose is **to provide a mechanism of credible and comprehensive public/community input to the Director of the Department of Parks and Recreation.**

This statement should be used by the committee (and its subgroups and partners) as the guiding intention of all meetings, projects, and ongoing work.

Committee Member

Role
Members will be tasked with providing collective, credible, and comprehensive public/community input regarding LA County's golf operations.

Ideal members demonstrate a broad set of experiences and skills necessary to provide informed recommendations to assist the Director in the long-term management of the largest and most diverse public parkland golf system and program in the state.

Members shall always represent constituents and the broader community rather than individual interests. Members will be encouraged to provide advice and recommendations regarding best practices of course operations and maintenance, and best practices with respect to the adoption of RFP proposal elements.

Members will be required to serve on at least one (1) Local Task Force.

Members may be asked to participate in Subcommittee work and meetings.

Term
Appointed members of the Golf Advisory Committee (GAC) will serve staggered two (2) year terms from the date of appointment. Members can be reappointed after the completion of each term.

Meetings and Attendance
4 - Quarterly Meetings/year
1 - Minimum Local Task Force Meeting/year

Members should anticipate giving approximately [2] hours a month, or [24] hours per calendar year for this role, including time outside of the five (5) meetings identified above.

Any member with three (3) unexcused absences during the calendar year's regular membership meetings will be subject to removal from the Committee by the Director.

Committee Duties

a) Suggest and/or review revisions to County golf policies and procedures;
b) Review those elements of the system's strategic planning, capital funding/financing, and structuring, and consider recommending changes when deemed warranted by changed circumstances;
c) Apprise the Department of the trends and issues affecting the golf industry and consider the issuance of structural and/or marketing recommendations based thereon to the Director;
d) Preside over the six (6) Task Forces arrayed to conduct the six (6) regional meetings that provide the community input sought by the regional component defined/outlined in Section 2 of this ARTICLE.
e) Perform such other tasks as requested by the Director in the furtherance of the Purpose of the Committee.

Qualifications

- Willing to attend all meetings and produce work in the interest of the greater public

Helpful Knowledge, Skillsets, and Backgrounds (not required)

- A basic understanding of the game of golf
- Finance
- RFPs/Contracts
- Public Governance

Committee Officer

Officers will be nominated and voted for by the members. The nomination and vote will take place at the final meeting of the current calendar year for the coming calendar year's term.

The elected Officers will be the Committee Chair and the Committee Vice-Chair; and such officers as the members may deem necessary to execute the administrative functions of the Committee.

Chair and Vice-Chair
The duties of these Officers will be limited to presiding over the meetings of the Committee and performing administrative tasks.

In the absence of the Chair and Vice-Chair in a meeting where a quorum is present, the Committee shall elect a temporary chair for the duration of that meeting only.

Secretary
The Committee Secretary will be a non-voting, ex officio member appointed by the Director from Golf Operations Staff and responsible for all record keeping including agendas and meeting minutes.

Term
The GAC members will elect their officers. Officers will hold office for a term of one (1) year, or until their successors are elected.

No officer will serve more than two (2) consecutive terms.

Meetings and Attendance
No different than a regular GAC member.

Members should anticipate giving approximately 1 hour a month, or 12 hours per calendar year as an Officer. This estimate is in addition to the average time requirement for a GAC member.

Any Officer with three (3) unexcused absences during the calendar year's regular membership meetings will be subject to removal from the Committee by the Director.

Local Area Task Force Member

Local Area Task Force Members will be Members of the GAC, along with lessees / concessionaires of the facilities they operate within the following "Local" area(s):

Local 1 - El Cariso; Knollwood
Local 2 - Altadena; Eaton Canyon; Santa Anita; Whittier Narrows
Local 3 - Diamond Bar, Marshall Canyon; Mountain Meadows
Local 4 - La Mirada; Los Amigos; Don Knabe
Local 5 - Chester Washington; Alondra; Maggie Hathaway
Local 6 - Lakewood; Los Verdes; Victoria

Task Force Members will be asked to report on the facilities within the "Local" area, along with any ongoing GAC work and golf department updates. Task Force Members will provide a

welcoming environment and opportunity for community feedback. They will receive and relay back to the GAC all necessary details of input from the Local meeting(s).

Task Force Members may be members of more than one Local Area.

Role – Chair
The Chair of each Local Area Task Force will be a sitting Member of the GAC. The duties of the Chair will be limited to presiding over the meetings of the Local Area Task Force.

Term
Local Area Task Force Members will serve for a minimum term of one (1) year. Members can be reappointed after the completion of each term.

Meetings and Attendance
Each Local Area will meet once per year at a date, time, and location determined by the GAC at their inaugural meeting each calendar year.

Members should anticipate giving approximately 1 hour a month, or 12 hours per calendar year per Local Area. If the Task Force Member is also a member of GAC, this estimate is in addition to the average time requirement for a GAC member.

Subcommittee Member

The GAC Chair will appoint Subcommittee Members following nomination by the full Committee membership.

Standing Subcommittees include:

- Policies and Procedures – stay abreast of policies and procedures and their effectiveness in the operations of the course portfolio.
- Long Term Asset Management – review future improvement and capital needs/planning of the course portfolio.
- Governance – monitor adherence to Bylaws, assist with GAC recruitment and succession planning.

The GAC may establish additional subcommittees or ad hoc committees as needed.

Subcommittee Members will be required to attend scheduled meetings and perform work outside of meetings, as prescribed by the GAC.

Role – Chair
The Chair of each Subcommittee will be a sitting Member of the GAC. The duties of the Chair will be limited to presiding over the meetings of the Subcommittee.

In the absence of the Chair in a meeting where a quorum is present, the Subcommittee shall elect a temporary chair for the duration of that meeting only.

Term
Subcommittee Members will serve for a term of one (1) year. Members can be reappointed after the completion of each term.

Meetings and Attendance
Subcommittee meetings will be held as needed, but no fewer than once per year.

Members should anticipate giving approximately 1 hour a month, or 12 hours per calendar year as a Subcommittee Member. This estimate is in addition to the average time requirement for a GAC member.