HENDERSON LAKE GOLF CLUB

POLICY OF COMMITTEE REPORTING GOVERNANCE

POLICY #3

1.0 POLICY STATEMENT

The Board may have standing and ad hoc committees and requires reporting from those committees.

2.0 REGULATIONS

2.1 All committees will keep written minutes of all committee meetings. The committee will file the minutes with the General Manager after approval of the minutes by the committee.

3.0 PROCEDURE

3.1 All committees will report to the Board when required. Reporting may be verbal or written. Written submissions will be distributed with meeting notifications and agenda.

3.2 As requested, committees will submit reports or newsletters or website publications.

3.3 All committees will prepare a written report for the Annual General Meeting. The written report will be submitted to the General Manager.

3.4 The chair of each committee is responsible for each committee's reporting requirements.

4.0 APPROVALS

Approved by the Board of Directors this 16th day of May, 2023.

KRH-/C — 4-July-2023

(President's Signature) (Date)

Policy review date: _____

_____ _____

(President's Signature) (Date)