

**VAL HALLA GOLF & RECREATION CENTER  
BOARD OF TRUSTEES  
Amended August 2011**

**1. Appointment, Term, Vacancy, Qualifications**

The Val Halla Board of Trustees shall be comprised of up to nine members appointed by the Town Council. Additional Ex-officio, non-voting members shall be up to three Town Councilors and the Town Manager.

Appointments to the Board of Trustees shall be for terms of three years, staggered in such a way as to ensure that not more than 3 terms will be up in any given year. Ex-officio members shall be appointed annually. When there is a vacancy on the Board, the Town Council shall appoint a person to serve for the balance of the unexpired term.

A vacancy may occur by reason of resignation, death, removal from the Town, and, when certified to the Council by a majority of the members of the Board of Trustees, by failure to attend at least 75% of the Board of Trustee's meetings, regular or special, during any twelve (12) month period. A vacancy also may occur by the removal of a member; a member of the Board of Trustees may be removed for cause, after notice and hearing, by the Town Council.

Members of the Board of Trustees shall be residents of the Town and serve without compensation. Members of the Board of Trustees should be knowledgeable about recreation activities at the Val Halla Golf & Recreation Center, and at least four (4) of the Board of Trustees members shall be active members of the Val Halla Golf & Recreation Center.

**2. Powers and Duties**

The Val Halla Golf & Recreation Center Board of Trustees shall be responsible for the year-round operation of Val Halla Golf & Recreation Center. To that end, they will interact with facility users, the Val Halla Golf Association and other interested groups to determine course needs and opportunities. The Trustees will establish membership and other rates, promulgate policies on routine course use, conditions and procedure as they see fit. When requested, or where issues with substantial public impact may arise, the Trustees will make recommendations to the Town Council on concerns and desired outcomes.

Using the forum of their monthly or specially called meetings, the Trustees will interact with designated course staff on course operations and conditions. On other occasions, the Chairman of the Board of Trustees, will interact with the Town Manager or his/her designee on behalf of the Trustees where needed.

Experience has demonstrated that the Val Halla Golf & Recreation Center operates most effectively when the Trustees are actively engaged in course operation and fiduciary oversight at a policy making level, with actual oversight of facility staff and finances occurring through the Town Manager's office. It is foreseeable however that in matters of facility budget, operations and staffing the Trustees and Town Manager may occasionally disagree. Should such disagreements occur and remain unresolved, the Trustees will report to the Town Council as to the issue(s) of concern. The decision of the Trustees to make such a report shall not impede the Town Manager from implementing any decision deemed necessary.

The Board of Trustees shall recommend the hiring of a Golf Course Superintendent, and a Golf Professional, all to be appointed by the Town Manager. The Board of Trustees shall develop and approve job descriptions for these positions. Pro Shop, and Course help will be budgeted for and hired by the Town Manager. The Trustees will also provide feedback to the Town Manager on job performance of the Golf Pro and Superintendent and may suggest changes in job descriptions for these positions as they see fit. The Town Manager will be responsible for actual supervision of these positions.

The Board of Trustees shall be responsible for providing the Town Manager with appropriate direction in operating the Val Halla Golf & Recreation Center to ensure that said facility is self-supporting, has a golf course that is affordable to the Town residents and has year-round facilities that are affordable to Town residents. The Board of Trustees also shall be responsible for the reasonable and prudent management of the enterprise fund and of income derived from the operation of Val Halla Golf & Recreation Center. All expenditures will be made by the Town Manager. Annually, the Town Manager shall propose a draft budget to the Trustees for their consideration. This budget will detail projected operating expense, capital improvement expense and contributions to a capital reserve fund when possible. The Trustees will review and suggest changes to the budget as they deem necessary. The proposed budget shall be reviewed by the Town Council prior to the start of the fiscal year and prior to adoption by the Board of Trustees.

Once a budget has been adopted, the Town Manager will be responsible for all expenditures there from, and for reporting to the Trustees not less than monthly on actual revenues, expenses and budgetary line items. Any single non-budgeted expense or pattern of expense totaling \$5000 or more shall be presented by the Town Manager to the Trustees for their approval.

The Trustees and Town Manager will strive to manage course operations such that some funds remain unexpended at the close of each fiscal year. After accrued revenues are received and accrued payables processed, the Town Manager will report to the Trustees as to the amount, if any, of any such unexpended funds. This amount shall be deemed surplus to course operations and shall be held in a Val Halla Building Reserve Fund and a Golf Course Reserve Fund.