



## The Lansdowne Club

### **A Guide for Council Members**

There have been a number of questions regarding what events Council Members should attend and what responsibilities are associated with being a Council Member. The purpose of this summary is to provide a guide to the expected attendance of Council Members at meetings and events, and the facilities available to Council Members to assist them in performing their duties.

The Council is made up of a maximum of twelve Members who are elected by rotation and serve a maximum of six-year terms.

#### **Meetings**

Council meetings and responsibilities:

- Council meetings are held on the last Tuesday of each month throughout the year. No Council meetings are held in August and December
- Four - five days prior to the meeting, the minutes from the previous meeting, coupled with the agenda and all associated paperwork, are circulated by the Secretary's Office to the Council by email and post
- The Club's Financial Review is sent out on a quarterly basis and questions are invited from all Council Members
- The Budget is presented and approved at the November meeting

#### **Events**

All Council Members are expected to attend the following events:

- Annual General Meeting
- New Members' Welcome Drinks
- Chairman's Dinner (held in November following the Council meeting)
- Members' cocktail drinks
- Long-service staff lunch

#### **Additional Social Events**

- Council Members are encouraged to volunteer their attendance at other social events with the aim of having at least one Council Member present at all major social events\*. The Chairman of the Council and/or his/her representatives from the Council in their absence will be expected to act as the host(s) alongside the Secretary, circulating as much as possible amongst fellow Members.
- The Chairman of the Council and/or his/her representatives from the Council will not be charged for their ticket to attend these major events. A schedule of major events will be organised by the Secretary's Office so Council Members can coordinate their attendance.

\*Winter Ball, Summer Party, Burns Night Supper, St. George's Day Dinner



## The Lansdowne Club

### **Use of the Club and its facilities**

Council Members are invited to use various areas of the Club, on a complimentary basis so that they are able to keep abreast of how the Club is operating and to assist them to help perform their duties.

#### *a) Dining Room*

Council Members may have a complimentary lunch or dinner for two in the Dining Room, inclusive of one bottle of wine, once a month. Reservations should be made through the Secretary's Office.

#### *b) Bedrooms*

Subject to availability, Council Members are able to stay in a standard double bedroom on a complimentary basis for one night a year.

In addition, Council Members who are classed as 'out-of-towners' and who are on official Club business may stay in a standard double bedroom on a complimentary basis on these occasions, subject to availability. If Council Members require overnight accommodation on these occasions, they should make reservations through the Secretary's Office.