Ad hoc ERP Steering Committee Terms of Reference

The Ad hoc ERP Steering Committee shall consist of six (6) members, one (1) of whom shall be a member of the Board, one (1) of whom shall be the chair of the Audit Committee, two (2) of whom drawn from the general membership of the Club with a demonstrated working knowledge of project management and information technology, one (1) of whom drawn from the general membership of the Club with a background in marketing, and one (1) of whom shall be the CKC staff liaison and project manager.

The committee shall be responsible for the high-level oversight and guidance of the ERP project. It will report regularly to the Board as required with respect to the status of the project. The Committee will provide a written or verbal report to the Audit Committee on a quarterly basis.

The committee will meet monthly or with greater frequency as required. The committee will disband after the completion of the project and a stabilization period.