

Committee Guidelines

A club committee's main responsibility involves the management of club affairs. Sometimes assigning roles to committee members can be off putting, however it allows different aspects of a club to be managed appropriately and efficiently.

To help your committee to be as successful as possible, make sure it follows a structure that works and is made up of a diverse mix of people with the right skills and experience.

Below are 5 tips to setting up a Committee:

- **STEP 1:** Find a group of 4-5 people who share desire to create a committee, then decide a basic structure.
- **STEP 2:** Think about who the right people are to be on the committee. Is there anyone who has the right skills and experiences for the committee roles? Ask them to get involved.
- **STEP 3:** Before initial meeting identify potential roles that would suit people who are attending the meeting.
- **STEP 4:** Think about the representation of your committee – do they represent your club members?
- **STEP 5:** Ensure that each person has been assigned one committee role.

A basic committee structure should comprise of the following:

- Chairperson: the person in charge of club
- Secretary: the person who deals with administration
- Treasurer: the person who handles financial matters
- Child Protection Officer: ensuring Child Protection policies are adhered to

Below are 3 key areas when attempting to promote good practice amongst club committees:

Conflicts of Interest

It is recommended that at least 3 of committee members are not related or living together to ensure that the decisions made by the committee are not swayed by a couple of individuals

Equality & Inclusion

It is suggested that club committees should empower, support and listen to people involved in the committee.

Encourage diversity within your committee. This includes the club committee promoting equality and inclusion throughout the club.

Reviewing Group

Your club should be regularly electing new committee members, or at least asking existing members to stand for re-election, as an opportunity to develop or bring in new skills, experiences and perspectives.