**Template Instruction**

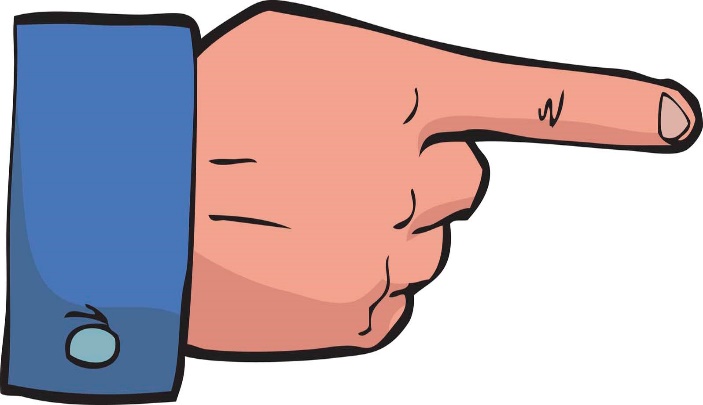
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| This resource will support the development of a Committee Member Handbook for your organisation  It may be used to store governance documents such as constitution and minutes as an example.  Ideally, this resource should be completed and reviewed as required |

**1.** Click on top left corner to enter the name of your Club or Organisation

**2.** Click on ‘**CENTRE**’ of picture at right. A “Pop Up” will appear that will allow you to insert your club/organisation LOGO via two ways. Select from either your own computer files or the Internet.

**3.** Use it as a guide.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



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<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

To access – HOLD CTRL key and click on link

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Click or tap here to enter text.

 **Committee Member Handbook**

**Suggested table of contents**

Welcome message

1. **Legal status and compliance**

1.1 Constitution

1.2 Certificate of incorporation

1.3 Insurance policies certificate of currency

1.4 Lease, tenure

1.5 ABN registration

1.6 GST registration

1.7 National and/or State Sporting Organisation affiliation

1.8 Additional licenses and permits

1.9 Records of secure information e.g. Bank accounts, Security Codes, Passwords

2. **Organisational plans**

2.1 Strategic plan

2.2 Operational plan

2.3 Facility management plan

2.4 Volunteer management plan

2.5 Sponsorship and marketing plan

2.6 Event management plan

2.7 Risk management plan

2.8 Organisation budget

3. **Committee management**

3.1 Organisational structure

3.2 Committee roles and responsibilities

3.3 Induction process

3.4 Code of conduct

3.5 Committee work plan

3.6 Committee members work plan

3.7 Committee member contact list

4. **Committee operations**

4.1 Policies, procedures and processes

4.2 Committee agendas, minutes and reports

4.3 Financial reports

4.4 Insurance claims

5. **Programs and projects**

5.1 Reports from programs

5.2 Project plans and reports