**Template Instruction**

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| This resource will support the development of a Committee Member Handbook for your organisationIt 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