**Template Instruction**

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| This resource will support the development of a Work Plan for your role as a Committee Member.It may be kept in your Committee Handbook.Ideally, this resource should be completed and reviewed annually |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** Red dot point fields should be altered to meet the requirements of your organisation

**4.** **Date fields** – (if applicable) click on the date field and select date.

**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.

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**Committee Member Work Plan**

Click or tap here to enter text. Click or tap to enter a date.

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|  JAN | FEB | MAR | APR | MAY | JUN |
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| Task(s) | Task(s) | Task(s) | Task(s) | Task(s) | Task(s) |
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| JULY | AUG | SEPT | OCT | NOV | DEC |
| Responsibility | Responsibility | Responsibility | Responsibility | Responsibility | Responsibility |
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