



COMMITTEE.com.au

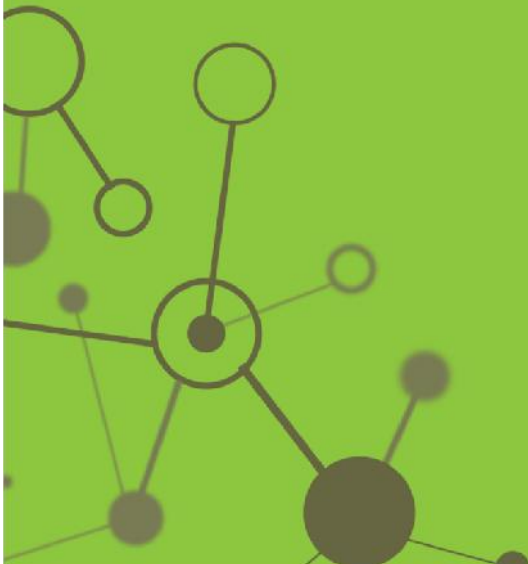
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Leisa Donlan FSAE

The Excellent Club Committee





COMMITTEE.COM

[WORKSHOPS](#)[UPCOMING EVENTS](#)[TEMPLATES TO HELP](#)[NON PROFIT WORLD](#)[HOME](#)

Workshops & Presentations

Download presentation notes before or after a workshop, or find out more about hosting your own workshop here. There's lots of information about different aspects of the presentations throughout the various sections of the website.

Templates To Help

Sometimes getting started on change is the hardest part. In this section you'll find lots of templates and other information to get you going on developing great policies, holding effective meetings and managing the day to day business of your non profit.

Non Profit World

Find out more about the not for profit world in Australia. There's information about the laws that apply to you, developing legislation, the importance of volunteering and much more!

Welcome

Thanks for checking out our website. If you are a volunteer involved in a community or sporting organisation you may feel like there's nowhere to go for help....

On the site you can find information about the workshops & presenters we can offer as part of your training and education program.

You can find copies of the presentations to download or print if you have recently been to a workshop.

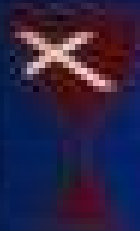
If you aren't sure what laws apply to your club, you can check out the legislation page.

When you need a bit of an idea about what a document should look like, or you just want to see what other clubs are doing you can find templates to download to your computer and use for your club free of charge!

Check Out Our Upcoming Events!



REV. KEVIN ADAMS, SENIOR MINISTER
WEDNESDAY SCHOOL 9:30 - CHURCH SERVICES 10:30



First Christian Church

(Disciples of Christ)

GOD SO LOVED THE WORLD
THAT HE DID NOT SEND
A COMMITTEE
SUNDAY WORSHIP 10:30 AM



The Cardboard Box Handover



Slide 4

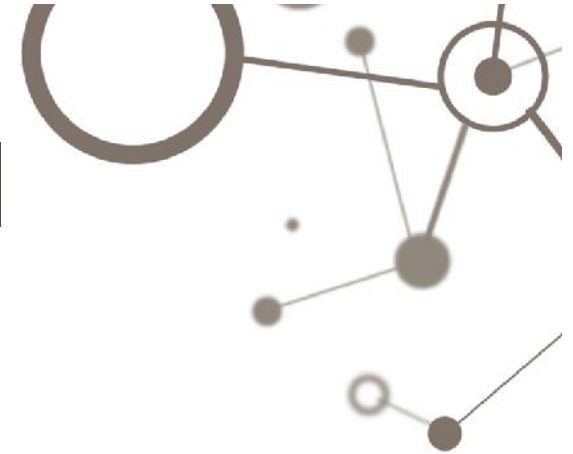


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Committee Manual



Constitution & By Laws
Policies & Codes of Conduct
Position Descriptions & Contact Numbers
Authorities & Delegations
Minutes of Past 12 Months
Contracts, Agreements & Funding
Strategic & Recruitment Plans
Ongoing Sponsorship or Other Obligations



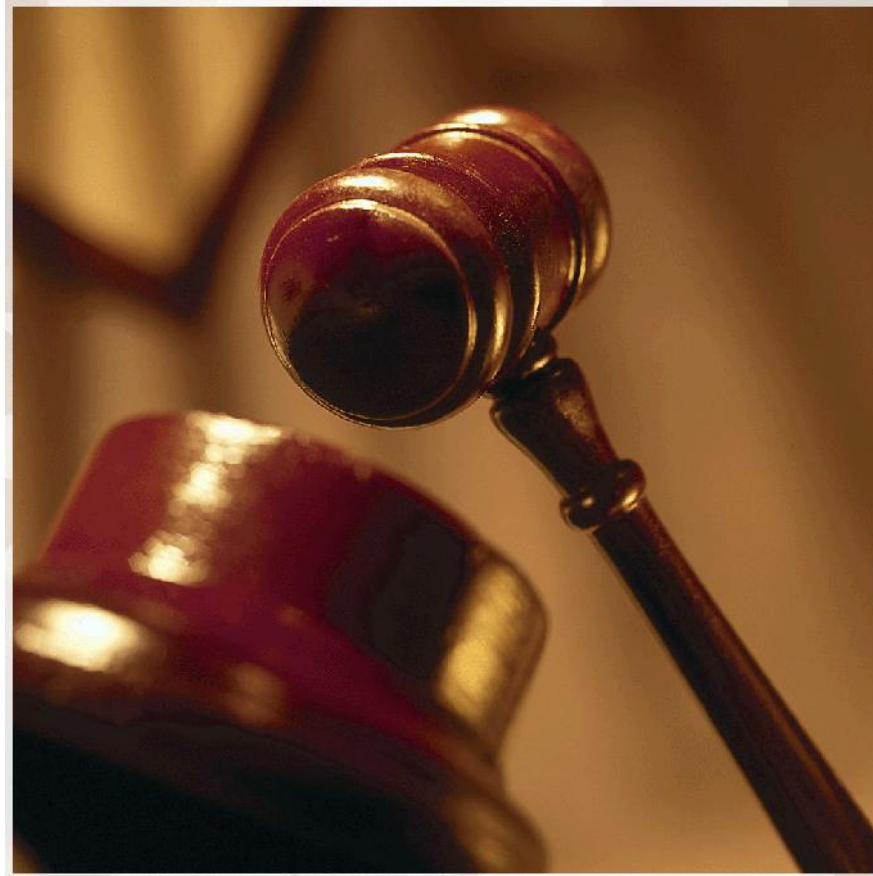
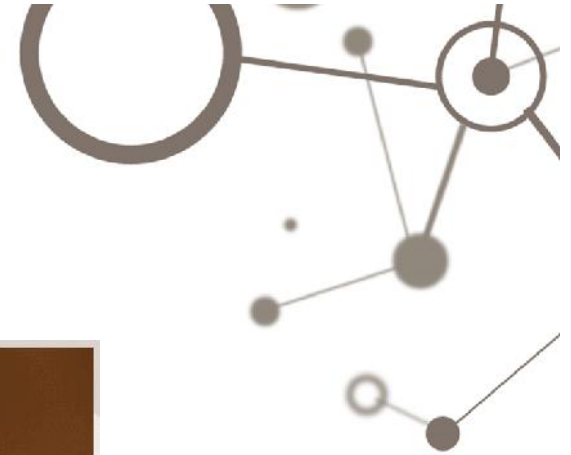
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Legal Compliance



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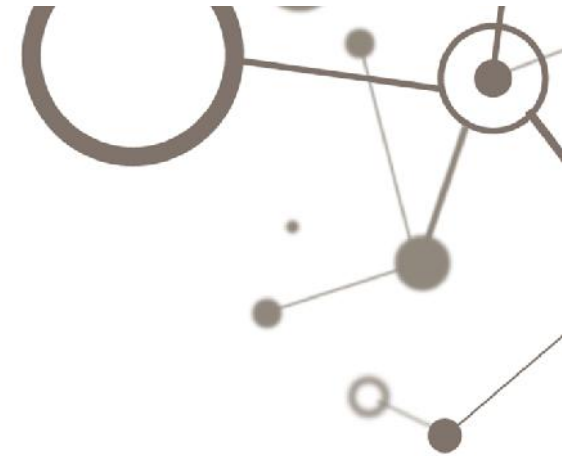
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The Relevant Laws

- Corporations Law
- Associations Incorporations Act
- Trade Practices Act
- Civil Liability Act
 - Liquor & Alcohol Service
 - Food Service
 - Gambling or Gaming
 - Employees / Volunteers (PAYE, Superannuation, Discrimination, WH&S)
 - Taxation
 - Children
 - May be others depending on services offered



METHODS OF INCORPORATION

Incorporated Association

Unincorporated Association***

Company Limited by Guarantee or With Shares (ASIC)

Charitable Trust***
Others



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Governance Is Working Together

Its about

- watching what's happening in the club
- remembering its not your club or your money
- thinking ahead to the future
- the vibe of the thing, your ethics & those of your club



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Your Legal Position



Any person elected or appointed to a position on the committee is considered a company director.

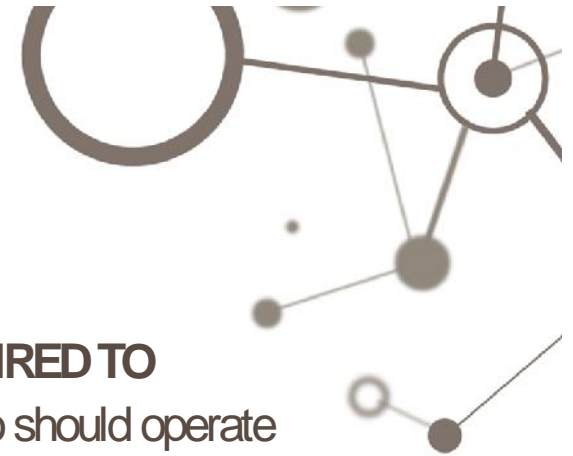
- Don't panic, you won't lose your house!
- Your constitution should clearly define who is a "committee" member.
- This includes entire committee, not just "the Executive".



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What Does That Mean?

AS A COMMITTEE MEMBER YOU ARE REQUIRED TO

- Duty to act in the interest of the members, so should operate independently and free from influence
- Act in good faith
- Exercise due care & diligence
- Ensure solvency
- Meet legislative requirements

TOOLS TO HELP INCLUDE

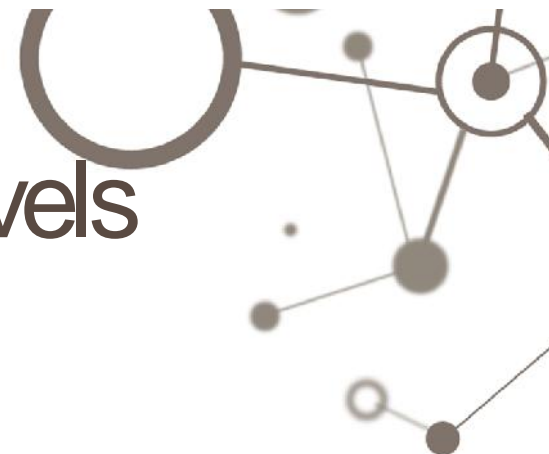
- Code of Conduct
- Conflict of Interest Policy
- Register of Related Party Transactions
- Insurance for officers & club
- Induction for new committee members
- Rules about managing information & other compliance issues

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Incorporated Association Levels

(After 15 June, 2007)

Level Details	Audit Requirements	Insurance Requirements
Level 1 Turnover or Assets Over \$100,000 per annum	Full Audit To The AIA	Must have public liability insurance Must advertise level of insurance
Level 2 Turnover or Assets Between \$20,000 and \$100,000 per annum	Accountant to confirm accounts (not full audit)	May choose not to have public liability Must advertise level of insurance
Level 3 Turnover or Assets Under \$20,000 per annum	Treasurer's Statement only (check with your organisation first)	May choose not to have public liability Must advertise level of insurance

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What Associations Must Do – AIAQ



General Requirements

- Maintain minimum seven (7) members
- Have a registered postal address (Sec 17)
- Ensure all documents show Association's name, including internal documents (Sec 32)
- Have a bank account and Keep all property in the club's name (Sec 24)
- Obtain appropriate public liability insurance (Sec 70)
- Keep a set of books & issue financial reports (Reg 9 & Sec 59)
- Control the Business and operations (Sec 60)
- Lodge an Annual Return (Form 12)
- Notify changes to OFT (Form 10a)



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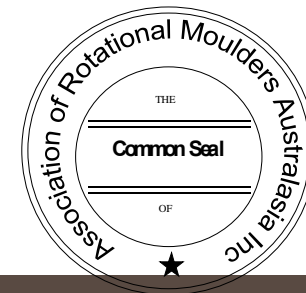
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Obtaining Your Common Seal



- Contact Office of Fair Trading
 - Request copy of your Certificate of Incorporation
- Take the copy to a rubber stamp maker (most newsagents can help)
- Office of Fair Trading Ph: 13 13 04
Monday to Friday 8 am to 6 pm



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AIA1981 – Reporting



- Members can request annual financial statement. (28 Days) \$300 Fine.
- New model rules, update constitutions
- Act takes precedent over your rules.
- Membership list restrictions (no advertising).
- Minutes must be supplied on request (28 Days)
- Registration can be cancelled for failure to lodge annual report.
- Incorporation can be refused.
- English only for names & rules
- Using new technology for meetings.
- Casual vacancies, secretaries status & functions all clarified.
- OFT can request documents – failure to provide \$1,500 penalty.
- Quorum minimum changed.
- Six months to hold AGM after end of financial year.





What's A Quorum For Committee?

- Not necessarily four people, check your constitution
- May be percentage of those entitled to vote
- New model rules say half elected at AGM + 1

What's A Quorum For General Meetings?

- New model rules say those elected at AGM plus one (natural justice) but you have to change your rules first!
- Refers to members entitled to vote

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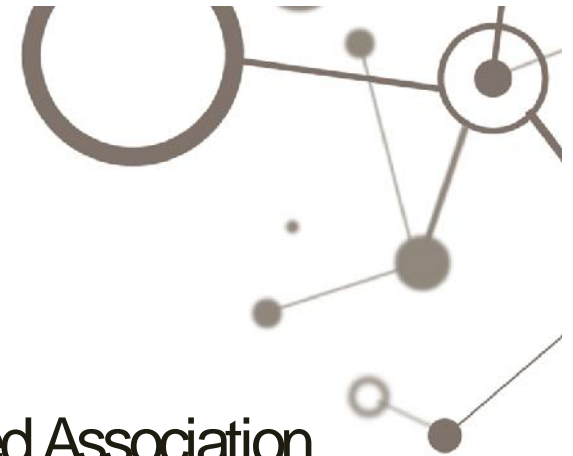


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Committees & The AIAQ



Incorporated Associations Act - Incorporated Association Committees

- Require a minimum of three positions
- President cannot be Treasurer

Committee Members Must Be

- [Members](#)
- Living
- 18 years or older
- Reside in Queensland if Secretary (*65kms of border*)
- Not be insolvent or a bankrupt
- Not be convicted of an indictable offence (*In last ten years*)
- Not be a mental patient within the legal meaning (*Mental Health Act*)

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Nomination Form & Notice of AGM



WHEN, WHERE & TIME OF MEETING

Nominations:

At the Annual General Meeting of the Association, all the members of the Board for the time being shall retire from office, but shall be eligible upon nomination or re-election. Any two members of the Association shall be at liberty to nominate any other member to serve as an officer of the management committee. Nominations for the Board are to be received by the Association in writing at least 14 days prior to the Annual General Meeting. The nomination to be signed by the member, the members nominator and seconder. Nominations can be made on another's behalf. If no written nominations are received, nominations will be taken from the floor. Should written nominations be received for each position, no nominations will be taken from the floor.

Voting will take place at the Annual General Meeting. For positions, where more than one nomination is received, voting will be by secret ballot.

Meetings of the committee will take place on the second Tuesday of every month. As a committee member you cannot miss more than two meetings per year without a leave of absence granted by the rest of the committee.

To be eligible to serve on the Committee you must:

- ✓ Be an adult and be a financial member of the Association.
- ✓ Not be a bankrupt or one who has compounded with their creditors or otherwise taken advantage of the laws in force for the time being relating to bankruptcy;
- ✓ Not be a person who is a patient within the meaning of the Mental Health Act 1974 or;
- ✓ Have been convicted of an indictable offence or of an offence punishable on summary conviction for which the person is sentenced to imprisonment otherwise than in default of payment of a fine.
- ✓ Agree to abide by the Committee Code of Conduct & any other policies of the Association.
- ✓ Understand you must make attending committee meetings a priority.

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COMMITTEE NOMINATION FORM

To nominate for a position on the Committee, you must reply to the Association by 26th July, 2010 by faxing or posting this form.

I wish to nominate for the position of:

- ☐ President
- ☐ Vice President
- ☐ Treasurer
- ☐ Registrar
- ☐ Press Officer
- ☐ Secretary

I hereby confirm I am able to meet all the conditions stated in the Notice of Annual General Meeting and therefore eligible to serve on the Club's Committee.

My Name:
By:

Nominated By:

Seconded



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What Committees Must Do (AIAQ)



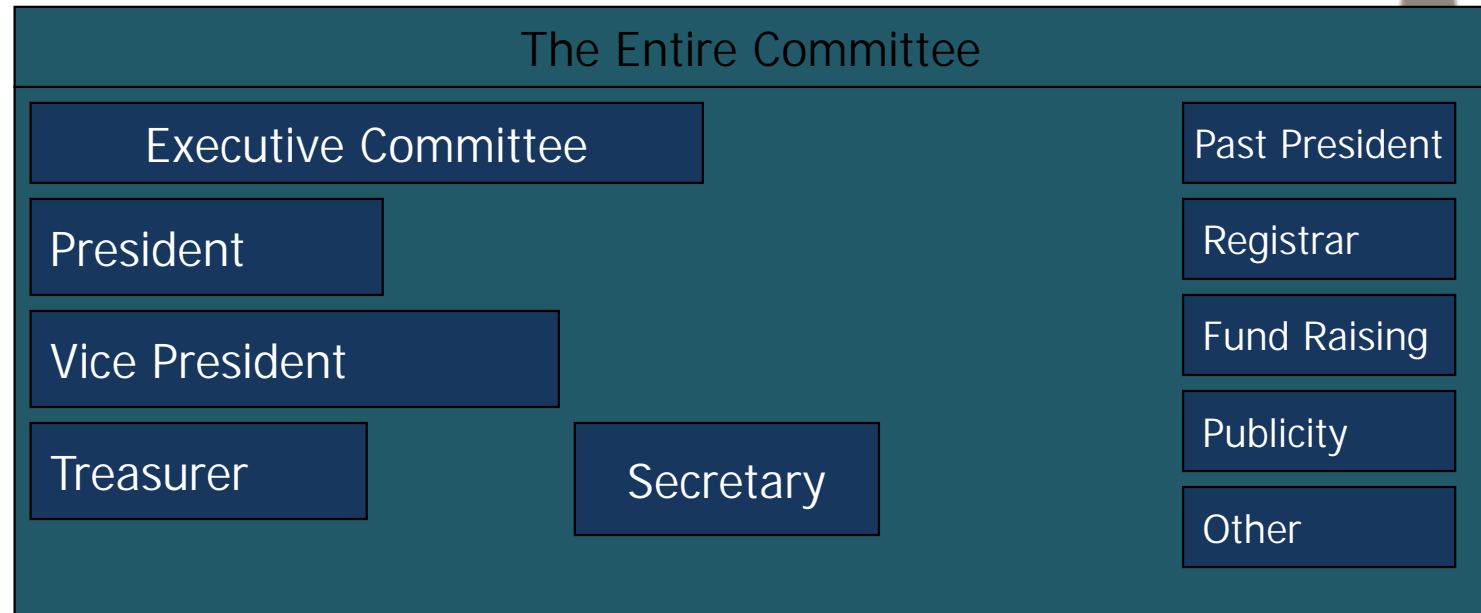
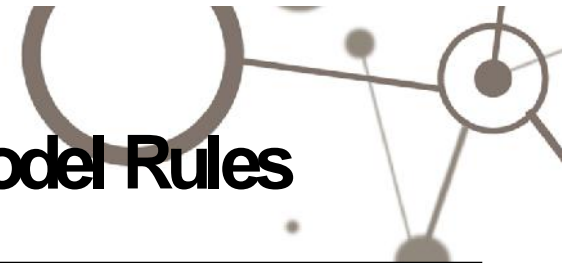
For Members

- Ensure a copy of the constitution is available to all members (Sec 53)
- Ensure financials reports are submitted to members at the AGM (Sec 59) according to Level Requirements
- Always ensure an appropriate Secretary is appointed (Sec 66)
- Ensure an AGM is held every year (Sec 56)
- Make sure the club complies with the rules (Sec 57)
- Keep minutes (Reg 9)
- Be aware of the duties of the Secretary and make sure they are carried out
- Share in the responsibility for financial monitoring
- Perform duties with care & skill
- Act in good faith
- Advise any conflict of interest





Management Committee Members – Model Rules



MEMBERSHIP OF MANAGEMENT COMMITTEE (MODEL RULES)

13.(1) The management committee of the association consists of a president, vice-president, treasurer, **and** any other members the association members elect or appoint at a general meeting.

(2) A member of the management committee, other than the secretary, must be a member of the association.

(3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

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Above & Beyond – Managing People



Be Inclusive, Firm, Confident & Sensible

- Be prepared to discuss acceptable behaviour
- Treat each other with respect, even when you don't agree
- Ensure correspondence addressed to the club is handled by the entire committee
- Don't be in the habit of meeting separately
- Make sure all paperwork contains facts and is accurate
- Be aware of the impression of having relatives on committee
- No white anting if you don't agree!
- Don't allow paid staff to be on committee
 - Staff can attend meeting but should not have a vote
 - (Conflict of Interest)
 - Staff have other avenues to address grievances
 - Staff have great influence with members

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Other Legislation

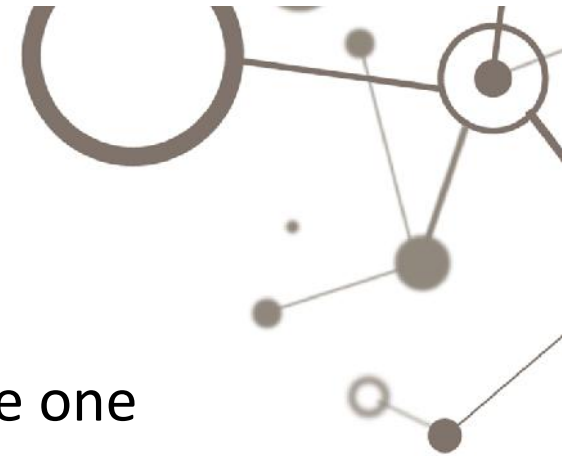


- Trade Practices Act
 - Find a way to take sponsorships that works for both of you.
 - Never endorse anything a sponsor sells or makes.
 - Make sure you have a written agreement highlighting exactly what you are agreeing to.
 - Ensure you meet your obligations
 - Consider offering sponsorship of you whole club or major team and working on only one large proposal.
- Delegate Voting
 - Delegates have right to a conscience vote
 - Clubs can't insist but can request an agreed response





Blue Cards



- Every committee member must have one
 - [Children & Young People & Child Guardian Act](#)
S109(2) If the person is a corporation, each **executive officer** of the corporation whose principal place of residence is in Australia must have a current positive notice.



Maximum penalty—500 penalty units or 5 years imprisonment.

- Executive Officer, of a corporation, means any person, by whatever name called and whether or not the person is:
 - A director of the corporation, who is concerned or takes part in
 - the management of the corporation.

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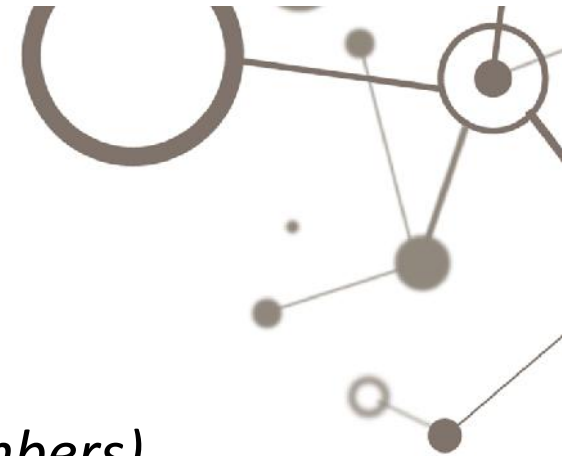


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Blue Card Exemptions

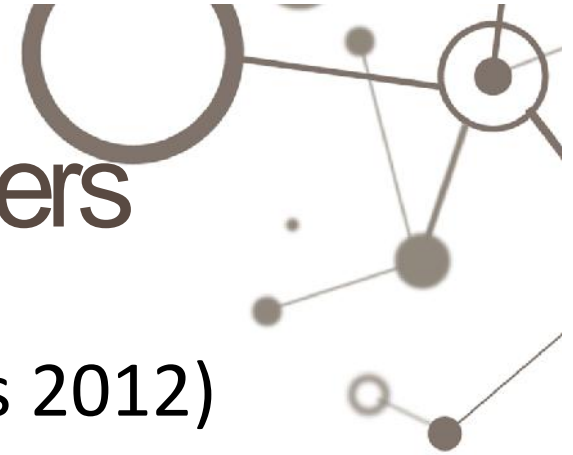


- [Other parents are exempt](#)
 - *(unless they are committee members)*
- Police & Teachers only exempt during employment
 - *(not while volunteering)*
- Volunteers must apply before they start
- Club must have written policy for child protection
 - *(not just blue cards)*
- Penalties are up to \$50,000
- Ensure a committee members is aware of your club's responsibilities & makes sure you meet them
- Get more info on www.ccypcg.qld.gov.au





Employees & Volunteers



- Workplace Health & Safety (Changes 2012)
 - Regular venue assessment
 - No bullying or harrasment
- Responsible Service of Alcohol
 - Protecting staff or volunteers
- Discrimination
- Personal Legal Actions
 - Protection Orders
 - Custody Agreements





Donations, Art Unions & Bingo



Queensland Office of Gaming Regulation

- Category One
 - Proceeds less than \$2000, gross proceeds to winner & done on day of event
 - Tickets to members & guests only
 - Money is prize & back to association
 - Restrictions on prizes (more than \$10,000 cash, surgery, tobacco, weapons, casket tickets etc)
 - No permit or license necessary

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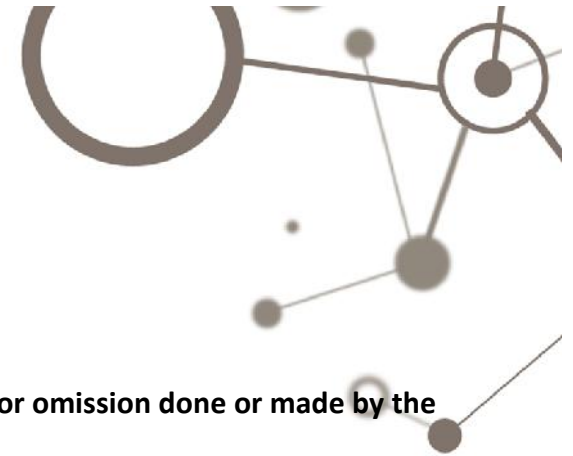
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Civil Liability Act 2003



39 Protection of volunteers

A volunteer does not incur any personal civil liability in relation to any act or omission done or made by the volunteer in good faith when doing community work—

- (a) organised by a community organisation; or
- (b) as an office holder of a community organisation.

40 Liability not excluded for **criminal acts**

41 Liability of intoxicated volunteer not excluded

- (a) was **intoxicated** when doing the work; and
- (b) failed to exercise **due care** and skill when doing the work.

42 Liability of volunteer not excluded if **acting outside scope of activities** or **contrary to instructions**

- (a) outside the scope of the activities authorised by the community organisation concerned; or
- (b) contrary to instructions given by the community organisation.

43 Liability not excluded if **insurance required**

This division does not confer protection from personal liability on a volunteer if the liability is a liability that is **required under a written law of the State** to be insured against. (Eg Public Liability)

44 Liability not excluded for **motor accidents**

Relates to CTP insurance claims

Volunteering Queensland have an [excellent pdf to help](#)..



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Workplace Health & Safety 2011

Volunteers

The following information is published to provide industry with an overview of the changes to work health and safety laws.

Volunteers perform a range of different activities in the community. This can include:

undertaking voluntary work for a business as part of a work experience program

undertaking voluntary work or activity for a not-for-profit association—for example, collecting donations for Surf Life Saving Queensland

voluntarily serving as a director of a company

voluntarily serving as an officer in an unincorporated association.

For the purposes of the [Work Health and Safety Act 2011](#) (the Act), a person is a volunteer if they undertake work for an organisation without being paid a wage or salary.

They may, however, be reimbursed for any out of pocket expenses they incur directly while carrying out the volunteer work (e.g. reimbursement for direct outlays of cash for travel, meals and incidentals). Out of pocket expenses do not include loss of wages or salary while carrying out the volunteer work.

Any payment over and above direct expenses would mean that the person was not a volunteer for purposes of the Act.

Volunteers working for a person conducting a business or undertaking (PCBU) or for a not-for-profit association which is a PCBU.

Under the Act, volunteers are workers if they carry out work in any capacity for a PCBU, and so are afforded protection. The primary duty of a PCBU is to ensure, so far as is reasonably practicable, the health and safety of workers at work.

Volunteers working for a not-for-profit association that is a volunteer association

Where an activity is being undertaken for a not-for-profit association that is a volunteer association under the Act (such as coaching or refereeing junior sports matches on a Saturday morning), the volunteer is not considered to be performing work and is not considered a worker for purposes of the Act. For further information - see the [Not-for-profit organisations](#) (PDF, 109 kB) fact sheet.

Liability of volunteers

Volunteers are not considered to be PCBUs under the Act and therefore cannot be prosecuted for an offence under the Act.

Voluntary officers of corporations or unincorporated associations cannot be prosecuted for an offence under the officer duties in the Act. Volunteers can only be prosecuted if they fail to comply with one of the duties that apply to workers or other people at a workplace.

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Taxation Office



Not For Profit is a tax term

- Most companies pay 20% tax
- NFP is exempt BUT
- Given on understanding revenue only comes from members

Clubs can still make a profit

Henry Report flagged changes



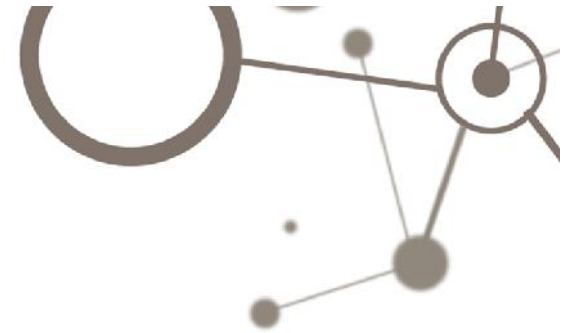
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The ACNC



Browser tabs: <http://acnctaskforce.treasury.gov.au/content/Content.aspx?doc=reform.htm>, ninemsn Homepage - Hotmail..., Australian Charities and No...

Navigation: Sheets, Suggested Sites, Web Slice Gallery, Customize Links


 Australian Government


AUSTRALIAN CHARITIES AND
NOT-FOR-PROFITS COMMISSION
IMPLEMENTATION TASKFORCE

HOME | CONTACT US | A A+ A++

- What's New
- About
- Key statistics
- Implementation
- Community Engagement
- Employment Opportunities
- Reform**
 - Delivering reform
 - Expected benefits
 - Governance
- Media centre
- Publications
- Links

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Reform

The Government has initiated a wide-ranging set of inter-related reforms for the NFP sector. Improvements in the areas of social inclusion and regulatory and administrative requirements are planned.

The ACNC is being established to act as the regulator for the NFP sector; to establish and maintain a publicly searchable database of charities; to provide a one-stop-shop for NFPs in their interactions across levels of government; and to oversight their financial and governance practice. Other elements of the reform and the key players are outlined below.

<http://www.youtube.com/user/acnctaskforce>

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Legal Issues For Committees



Knowledge Impacts on Recruitment

- Turn it into a positive
- Ensure processes are in place to protect volunteers & staff
- Publish the information with the nomination form
- Try to budget for Association Liability Insurance
- Take conformance issues seriously
- Show a professional Club is behind their volunteers





Working Committees



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What's The Right Number?



Committees Don't Need To Be Big To Work..

- Often filled with positions we don't need
 - Does your publicity officer get you noticed?
- Create problems for quorums if too high
 - GM $Cx2+1$ CM $Cx\frac{1}{2}+1$
- We don't ask for any performance level
 - We're grateful if anyone puts their hands up





Raise The Bar!



Focus These Guys On The Work. . . .

- **Myths** (Elected at AGM . . . Never seen again)
- **Ghosts** (Come to meeting .. Never speaks)
- **Oath Takers** (Make promises they don't keep)
- **MC's** (Try to take credit but don't do anything)
- **Avoiders** (May come to meetings but don't want a job)

Outline Jobs (Create Jobs If Needed)

Encourage Participation

Train

If not working, dismiss them from committee



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Raise The Bar!



Manage These Guys For A Better Culture

- Backstabbers (Won't admit they have a problem with you)
- Attention Hogs (Don't let others talk)
- Detail Junkies (Get stuck on small things)
- Club Addicts (Take it all to heart or stay forever)
- Complainers (Go outside the committee)
- Brick Walls (Never think something new is a good idea)
- Scary Monsters (Exhibit bad behaviour)

Address the behaviour If not working, dismiss them from committee



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Raise The Bar!

Get Rid Of These Guys

Bullies (Discourage others)

Friends of Bullies (Tend to replace committee)

Tough Committee Code of Conduct

Chair needs to be very strong

Work together & find a bully buster

Tell them they are bullying

Dismiss them from committee



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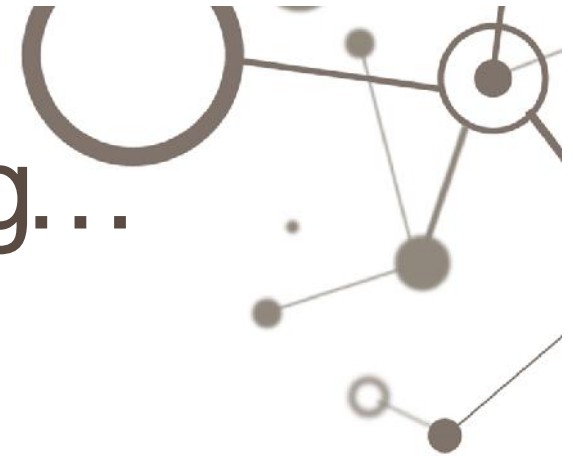
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Better Than Breathing...

Your Club Wants Aces

- Active people
- Communicate Well
- Enthusiastic & Ethical



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Manage By Policy



- Decision can get lost in the minutes
- Templates in meetings make them easy to develop
- Can be quick or extensive
- Give guidance above the constitution
- Each handle a different situation
- Should be kept on permanent record
- Allocate reference & subject

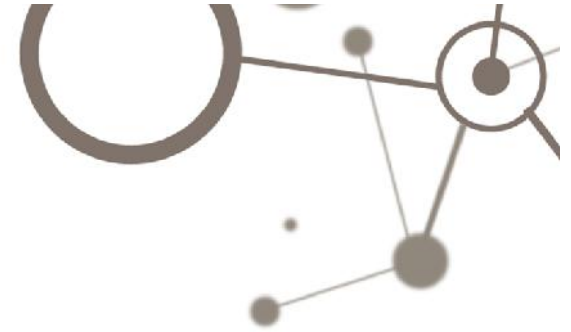




Presidents

Great Presidents Are Leaders

- Always behave well
- Conciliate & protect
- Sets the tone & club culture
- Is the public face of the club
- Inspires and challenges
- Chairs great meetings





Vice Presidents



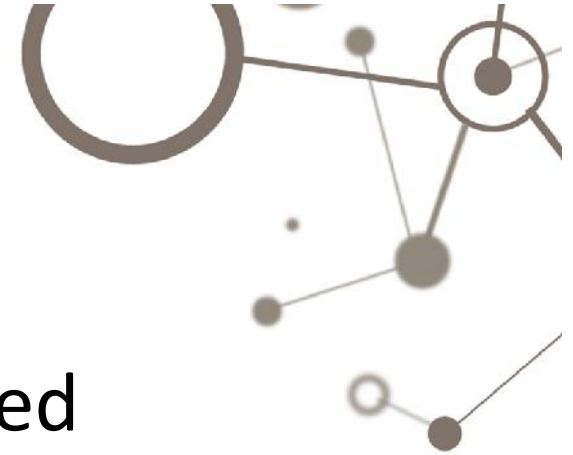
Great Vice Presidents Help & Plan

- Support & help the President wherever possible
- Never slide through the year doing nothing
- Communicate the club's message to the members
- Take responsibility for future planning
- Can be excellent volunteer managers





Secretaries



Great Secretaries Are Super Organised

- Well connected to members & volunteers
- Understand legal aspects of their job
- Excel at communication
- Manage preferences & friendships properly
- Control the size of their job
- Respond quickly



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Treasurers



Great Treasures Understand Money

- Know how to report on money
- Understand how cash flows
- Realise the state of club assets
- Liaise & share in fund raising
- Apply for or support funding applications
- Are always looking for dollars



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Other Committee Members



Great Committee Focus On Their Job

- Put some planning in place for their tenure
- Accomplish work in their portfolio
- Innovate new ideas for the club
- Monitor themselves & each other
- Congratulate each other on good work
- Understand everyone is different but everyone cares



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Be Careful Of The Send Button!



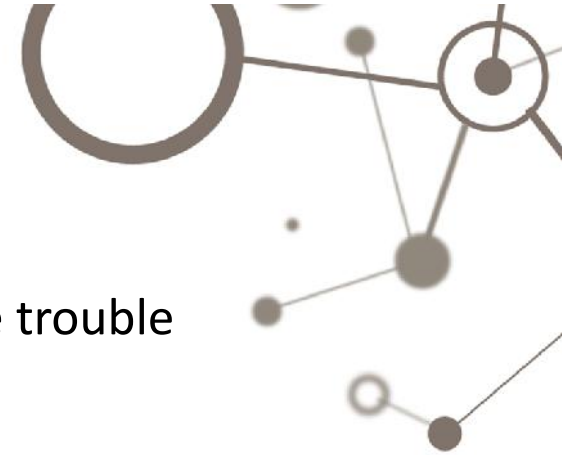
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Feral Controls



- Agree to Codes of Behaviour before you have trouble
- Have written procedures for problems
 - Eg, poor spectator or parental behaviour
- Do some training around acceptable behaviour
- Be completely honest
- Always communicate in writing
- Never write in anger
- Speak to them when you are ready
- Document every contact
- Try getting them onside
- Use an intermediary who likes you both
- Prepare a written plan
- Lobby other people
- Find a mentor to help you manage
- **Follow your constitution to expel a member!**





Play By The Rules



[My Collection](#) | [Sitemap](#) |

**Play by the Rules**
MAKING SPORT FUN, SAFE AND FAIR

Play By The Rules

- About Play By The Rules
- My Collection
- Contact Us
- Help
- Governing Bodies
- Sporting clubs and groups
- Coaches and officials
- Players and participants
- Parents and guardians
- Kids in sport
- Resources

Play by the Rules is a partnership between the Australian Sports Commission and all State/Territory sport and recreation and anti-discrimination agencies.

Play by the Rules provides information and on line learning on how to prevent and deal with discrimination, harassment and child abuse for the sport and recreation industry.

The information on Play By The Rules is not intended to be, nor should it be relied upon as, a substitute for legal or other professional advice.

Play by the Rules is supported by the Australian and State and Territory Governments.

FREE ONLINE TRAINING
[click here for more info](#)

[click here for the results of our online poll](#)

Play by the Rules Web Poll

Is racial harassment an issue in Sport?

☐ Yes, a big problem

☐ To some extent

☐ No, it never has been

☐ Not anymore

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Communication Channels...



- Newsletters
 - Delivery isn't guaranteed (kids or spam)
 - On average only 15% of members read
- SMS
 - More effective but more work
- Social Networking Is The Future
 - Facebook
 - Twitter
 - Mobile phone pushes



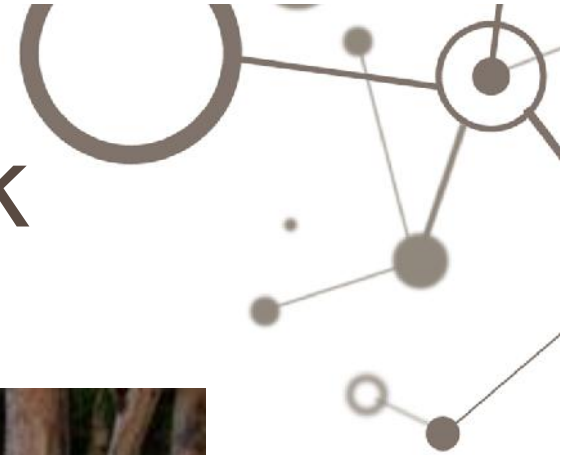
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Understanding Risk



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Insurance, Risk & Disaster



- **Affiliation**
 - Could only include participant cover
 - Usual excess on claim \$5,000
- **Public Liability**
 - May be required by Incorporation (Level?)
- **Association Liability**
 - May be included in affiliation **Check!
- **Volunteers**
 - May not be covered by affiliation or insurance, even if affiliated
- **Assets**
 - Some council's self insure, find out how the assets you use are protected
- **Risk**
 - Formal risk assessment is vital for every day operations & disasters
- **Disaster Recovery**
 - Recent events prove a great club will have a disaster recovery plan and disaster mitigation plan!



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Get On The Cloud!



Keep records on “back end” of site or use group sites for storage www.google.groups.com.au or windows live for free!



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Effective Meetings



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Meetings.....



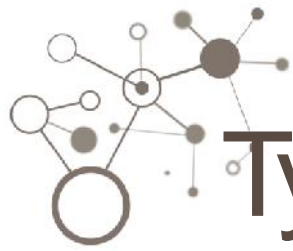
If you had to identify in one word, the reason why the human race has not achieved and never will achieve, it's full potential, that word would be meetings !
Dave Barry, Humorist



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Types of Meetings



Management Committee Meetings

- Committee only

General Meetings (Regular, Special or Annual)

- Involve all members
- Can be called by members

Subcommittee Meetings

- Delegation from committee
- Focus on single issue





The Chair Recognises.....



- No required meeting system
- Different groups meet in different ways
- Formal systems
 - Roberts Rules of Order (Adversarial)
 - Cross Examination Debate (Adversarial)
 - Parliamentary System (Adversarial)
 - Nominal Group Meetings (New System)
- Informal systems





Decision Making In Meetings



Voting

- Assumes some won't agree
- Clear & open
- Proves commitment to the motion

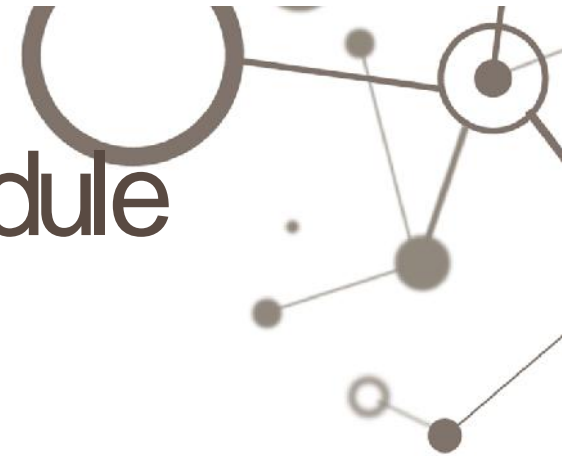
Consensus

- Assumes all can agree
- Is democratic & equal
- Can avoid conflict in the meeting





Committee Meeting Schedule



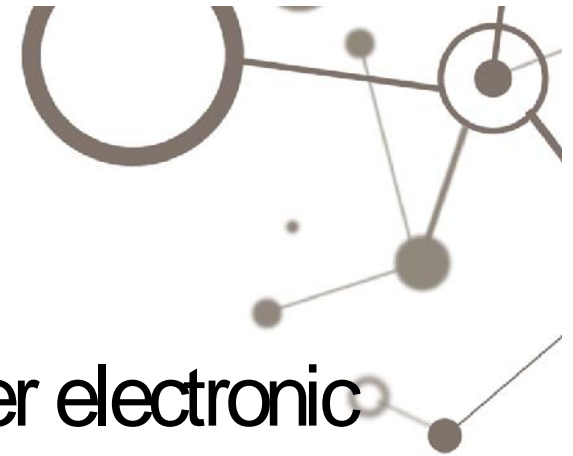
1. Planning, Induction & Authorities
2. Budget & Personal Goals
3. Normal Meeting & Report
4. Normal Meeting & Report
5. Normal Meeting & Report
6. Review Budget & Club Plan
7. Normal Meeting & Report
8. Normal Meeting & Report
9. Report & Succession Plan
10. Normal Meeting & Report
11. Normal Meeting & Report
12. Review Financial Report & Prepare for AGM

AIAQ requires a minimum of four meetings per year But do you need to get together to meet?





Working Apart



Consider using VOIP (Eg Skype) or other electronic meeting technology

Flying Minutes or Resolutions By Circular

- Can be via email, fax or letter
- All Directors vote
- Is recorded in the minutes of the next meeting as a decision
- Should be individually numbered and state a concise **MOTION** with background information.





Chairing Meetings



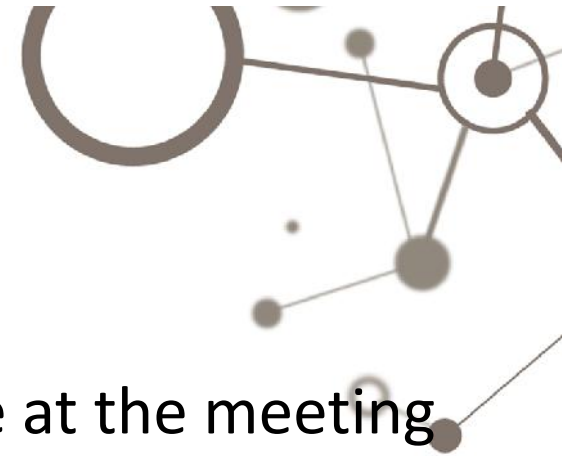
The Chairs In Charge

- Know Who Has A Right To Vote
- Keep to Time
- Control speakers topics and language
- Focus discussion on the agenda
- End discussion when necessary
- Summarize and resolve the issue
- Be careful of overpowering the group
- The art of opposition





Being Prepared



- Understand who should be at the meeting
- Know the constitution
- Plan the meeting
- Advise the committee and prepare the agenda of the meeting
- Take minutes at the meeting
- Prepare & circulate the minutes
- Follow up on business from the meeting
- Sort and delegate correspondence





Everyone Helps For Effective Meetings

10 Days Before Meeting

Ask for brief written reports from committee

7 Days Before Meeting

Send out Agenda, Minutes & Reports

1 Day Before Meeting

Text to Remind Committee of Meeting

During The Meeting

Consider using mobiles for reminders

Ask for completion dates

1 Day After Meeting

Send out minutes or Action List

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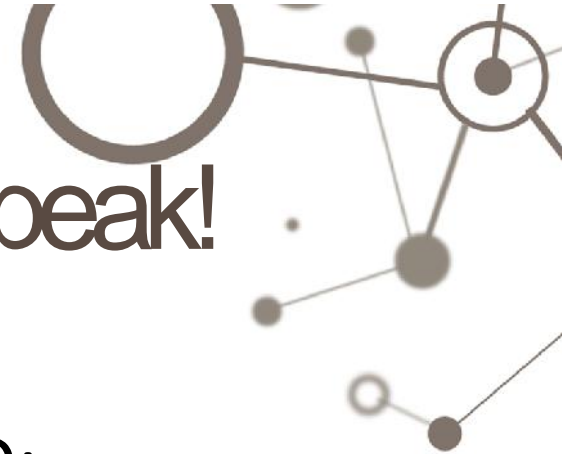


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Everyone Should Speak!



IN MEETINGS, ALL SHOULD:

- Report on last month's accomplishments and this month's goals
- Participate in debate
- Suggest new things
- Take part in strategic planning
- Use good manners





General Business



If you choose to use it

Always ask at the beginning of the meeting

Advise members you won't make a decision at the meeting at which a problem is raised

If you choose not to use it

Have an alternative way for members to have their issues addressed



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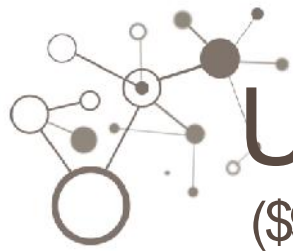


Postponing Committee Meetings



- Try not to adjourn a committee meeting if possible
- You can never get the same people to attend a postponed date
- Habits of postponing are enough to scare good committee away
- Those present may be able to continue and have decisions endorsed by rest of committee
- Reconsider if you do actually need to meet as often as you do at the moment





Use Digital Voice Recorders

(\$90 - \$250)



Invasion of Privacy Act Sec 43 (1)

- Can tape if you are a party to the conversation.
- Club should have written guidelines that meetings will (or will not) be recorded.

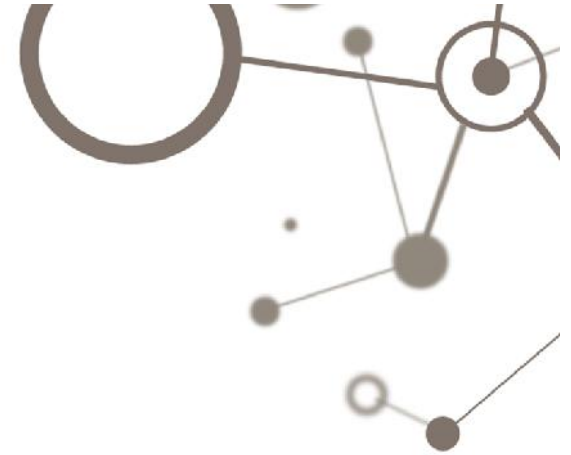


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Monitor The Money



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Expert Opinion.....on Boards & Finances



“All board members share equal responsibility to monitor the financial health of the (club). Board members should never defer to the treasurer’s or a committee’s views without first considering the issue themselves.

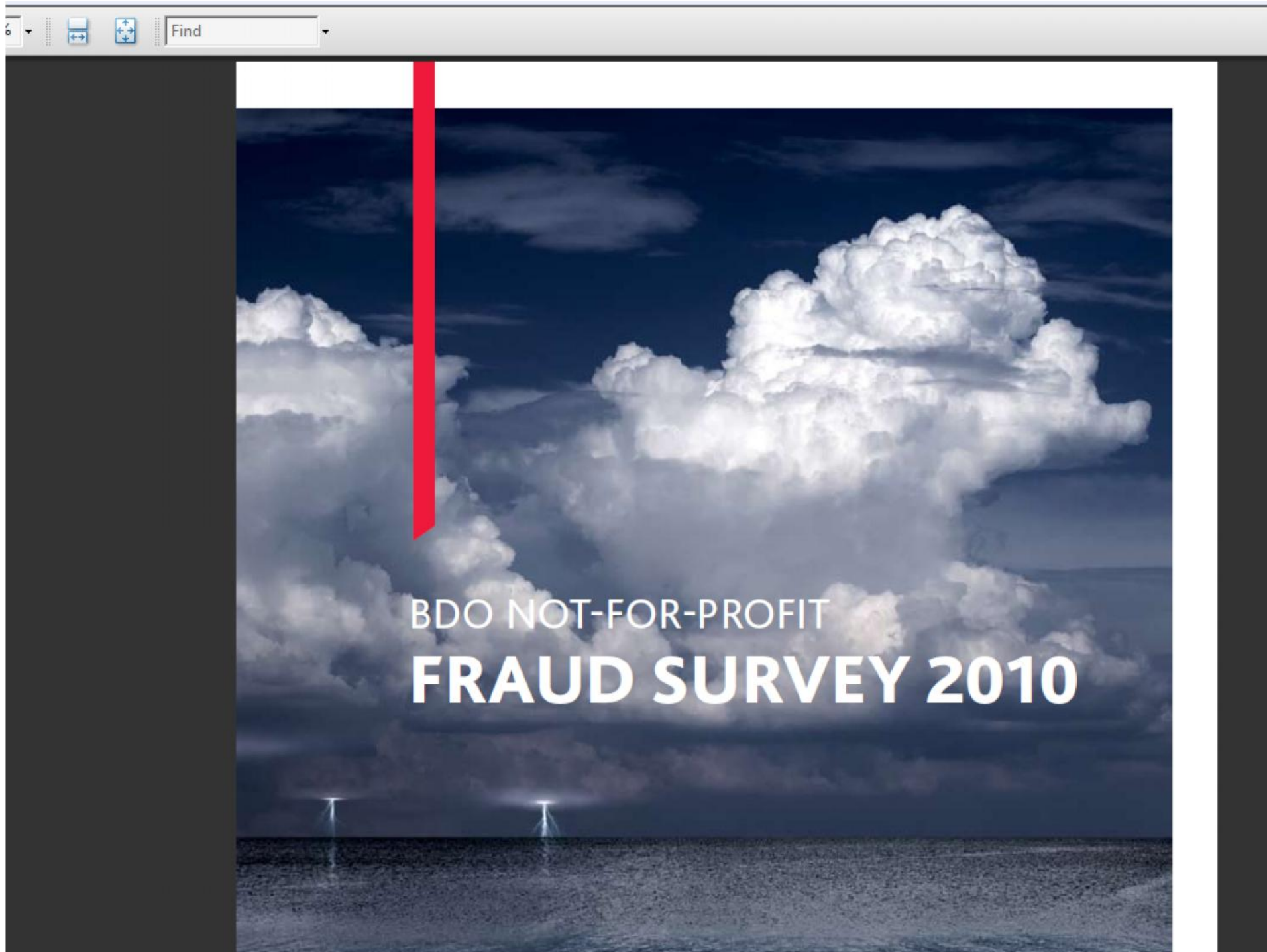
Australian Sports Commission



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Responding



- The majority of respondents did not report the fraud to police
- 36% of organisations did not terminate the employment of the person who committed the fraud
- 67% of organisations that suffered fraud did not recover any of the funds from the perpetrator





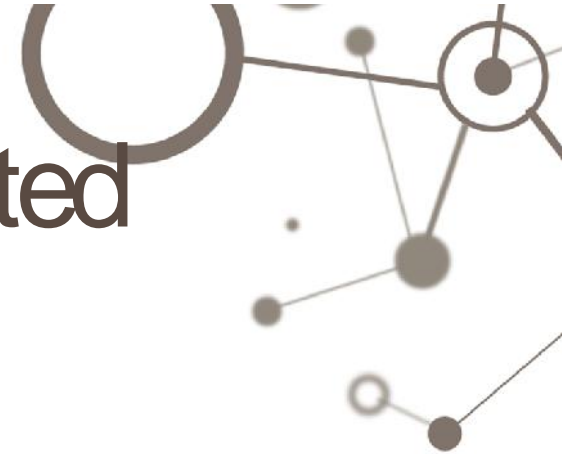
Provide Comprehensive Plans & Reports

- Prepare a budget at the beginning of every year.
- Monitor income & expenses to the budget.
- Ensure financial obligations are able to be met.
- Profit & Loss, Balance Sheet, Bank Reconciliation to every meeting.
- Make bank statements available to all.
- Never sign blank cheques.





What Should Be Audited



- Financial Records
- Minutes of Meeting
- Asset Lists

Cost of Audit?

- Anything from \$0.00 to \$3,000.00 depending on cost & activity is reasonable for most clubs
- Huge turnovers & lots of transactions will be more expensive





Understand For Your Audit



Notes To Accounts - Qualified Audit

- Except For: auditor disagrees with committee on accounting policies but doesn't warrant adverse opinion.
- Adverse: when effects of disagreement are material and there is misleading or incomplete information
- Disclaimer: limitation is so material the auditor is unable to express an opinion.





Monthly Financial Reports

At least original bank statement & cash book report

Best option

- Profit & Loss Year to Date Vs Budget
- Balance Sheet
- Outstanding Debtors
- Outstanding Creditors
- Bank Reconciliation
- Cash Flow

Free Software

- www.ato.gov.au/nonprofit



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Bank Accounts



- Lots of new options for non profits
- Can cater for multiple signatures online
- Cheque account plus term deposit is somewhat old fashioned solution
- Good management of bank accounts can reduce costs & save on fundraising



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The Financial Revolution





Don't Believe Me?



Just thought I'd let you know the volunteering fee we've introduced at Emerald Netball has had such a good response that we are now a bit worried about how we are going to find all these jobs for people! We'll be having people cutting the grass with scissors at this rate.

We've also had parents say they are relieved to have the option of simply paying the fee and not volunteering because they have always felt a bit guilty that they couldn't help in the past.

And, in the past week, we've had a couple of people from other sports say they are now going to follow our lead and introduce the system to their associations as well.

So, thank you!



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Annual General Meetings



- Usually poorly attended, 50 Chairs – 6 People
 - Boring, lack of notice (*the George Cluney rule*)
- Danger of them being controversial
 - Either too many people or not enough
 - Embrace controversy but handle it professionally
 - Remember if your constitution is silent your committee makes a decision about process
- Danger of lack of nominees
 - Recruitment not a priority with club
 - Plan well ahead for succession to take the pressure off
- Can be made fun or entertaining & be catered for in budget
 - Consider adding \$1 each week for AGM Sausage Sizzle etc





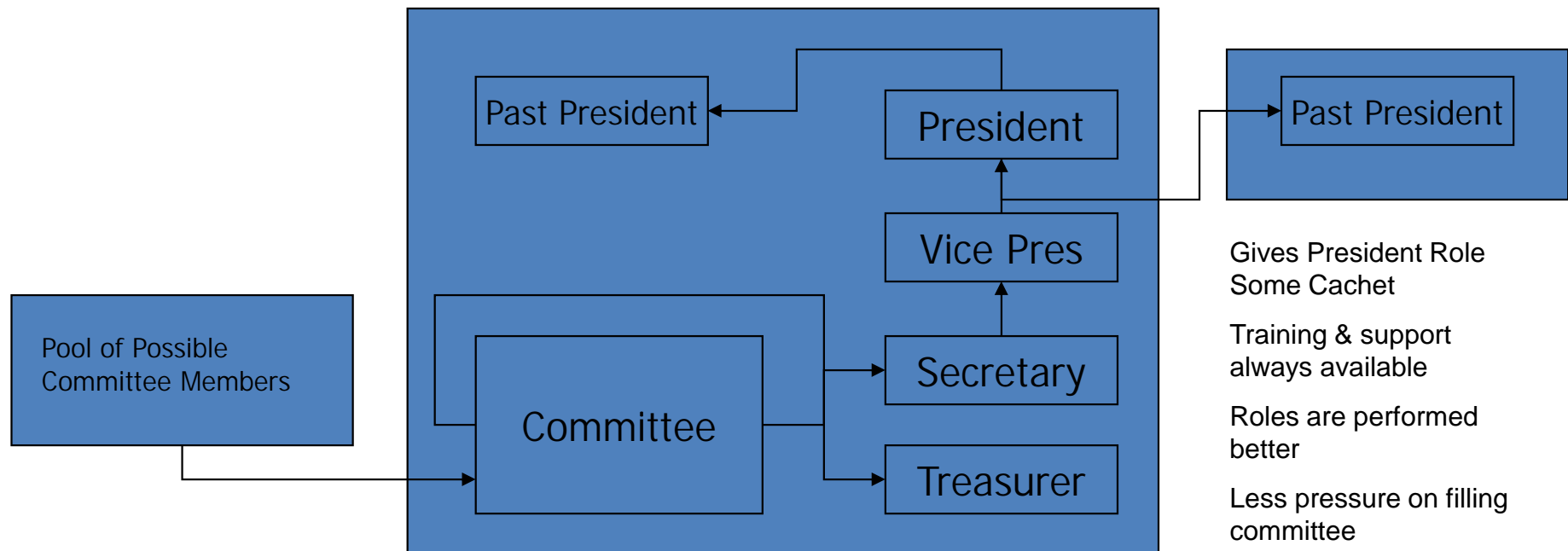
Ascendancy Plans

Ascendancy produces capable, knowledgeable directors
Smooth handovers, continual planning
But check your constitution

Nomination leaves everything to chance
People nominate even if they don't really want to
Lack of motivation to be a good committee member



Committee Members



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6 Vitals of AGM



- Attendance Register
- Reports (May be President, Committee or other)
- Financial Reports or Audit
- Level of Insurance
- Appoint or endorse auditor
- Election





Special Resolutions Are

- Decision to Incorporate (Sec 6)
- Change of Name (Sec 35)
- Change to the Rules (Sec 48)
- Decision to wind up (Sec 89)

At The AGM



Tasks At The Meeting

- Ensure proxies or voting rights are established when people enter the room (better to ask them to be sent to the electoral office before the meeting)
- Make sure everyone signs the attendance register & keep a copy!
- Address the agenda & notified resolutions only (if you allow proxies, you can't change anything even if no proxies come back)
- Ensure "handover" takes place properly eg someone is there to chair the meeting during elections
- Don't forget you need a 75% majority of eligible voters for a SPECIAL resolution to be passed (No postal votes are allowed for special resolutions)
- Allow enough time for questions on the audit or financial reports
- For ordinary resolutions (everything other than Special) use the rules in your constitution





The Annual General Meeting



- Let's Talk About Proxies
 - Most “rules” give a choice of two kinds
 - Specific yes or no
 - Power of a vote

Both responses need careful management and a system to ensure they work legally

- You need a minimum of two officials to count
- CHECK YOUR RULES ABOUT WHO CAN BE A PROXY, IT MAY NOT NEED TO BE SOMEONE WHO IS A MEMBER!!



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Postponing AGMs



What If We Don't Have A Quorum Or Our Audit?

– Committee Meetings

- Those present may be able to continue and have decisions endorsed by rest of committee
- Try not to adjourn a committee meeting if possible

– General Meetings

- If you need to adjourn follow your constitution

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The Constitution



Required Reading

- States the rules of the business, not the rules of the Sport & Recreation.
- Tells you about membership rules – Ordinary, Other, Life
- Tells you about committee meetings & voting
- Talks about accounting procedures
- Is usually the “final point”
- Should be reviewed five yearly for conflicts or changes
- Can be changed whenever required by an easy process

Most clubs use a version written by the Office of Fair Trading called “the model rules” * They don’t automatically update!



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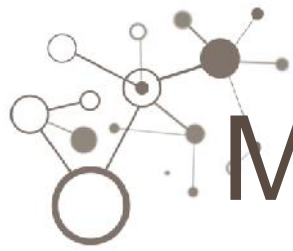
Changing The Constitution



Changing The Constitution

- Notify members prior to the AGM according to your constitution
- Make sure the proposed change doesn't contravene the Act
- At AGM read motion & ask for comment
 - you may need to outline rules for comment
 - When comments are finished ask for vote
 - Remember this is a special resolution (75% majority to be successful)





Membership Definition



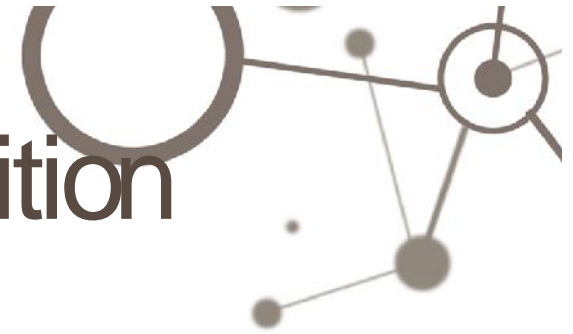
CLASSES OF MEMBERS

- (1) The membership of the association shall consist of ordinary members, and any of the following classes of members-
- (2) (a) associate members;
(b) life members;
(c) honorary members.
- (3) The number of ordinary members is unlimited.





Membership Definition



Member Type	Definition	Vote	Fee
Players	Adult players registered each year to participate in the sport	Yes	\$10.00
Juniors	Players under 18 who are registered each year to participate in the sport	No	\$10.00
Caregivers	Nominated representative of each family who has registered junior players. One only per family.	Yes	\$0.00
Community	Those who are not directly involved in the sport who support the club	Yes	\$0.00
Life	Approved by the members at General Meeting according to Clause 5.3	No	\$0.00





Office of Fair Trading

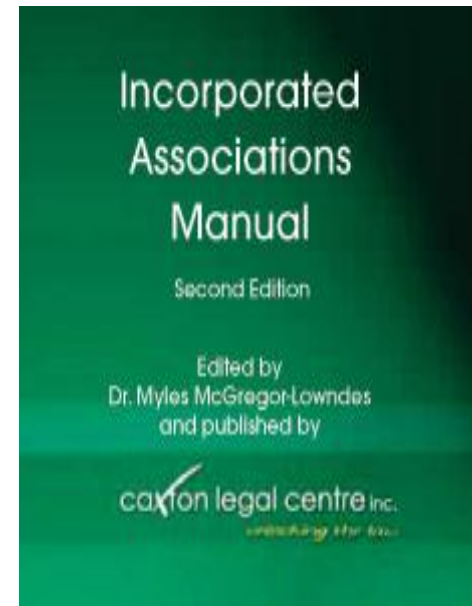


Incorporated Associations

Smart Business Guide

A guide to operating an incorporated association in Queensland.

www.fairtrading.qld.gov.au



www.caxton.org.au

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Civil Liability Act 2003



39 Protection of volunteers

A volunteer does not incur any personal civil liability in relation to any act or omission done or made by the volunteer in good faith when doing community work—

- (a) organised by a community organisation; or
- (b) as an office holder of a community organisation.

40 Liability not excluded for **criminal acts**

41 Liability of intoxicated volunteer not excluded

- (a) was **intoxicated** when doing the work; and
- (b) failed to exercise **due care** and skill when doing the work.

42 Liability of volunteer not excluded if **acting outside scope of activities or contrary to instructions**

- (a) outside the scope of the activities authorised by the community organisation concerned;
or
- (b) contrary to instructions given by the community organisation.

43 Liability not excluded if **insurance required**

This division does not confer protection from personal liability on a volunteer if the liability is a liability that is **required under a written law of the State** to be insured against. (Eg Public Liability)

44 Liability not excluded for **motor accidents**

Relates to CTP insurance claims

Volunteering Queensland have an [excellent pdf to help](#)..

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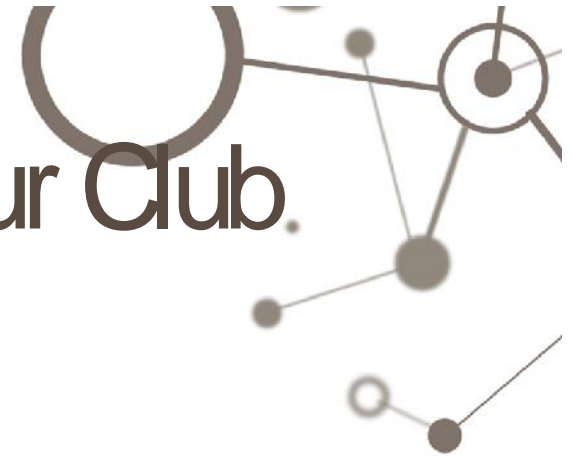


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Instigating Change In Your Club.



Stay enthusiastic

- Change something immediately (agenda or minutes etc)
- Instigate or review a policy within a month
- Sneak Strategic Management onto the agenda
- Plan a Strategic Plan BBQ or Dinner
- If it's not working get outside help through funding (club governance).



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