



The Secretary's Workshop!

Everything you ever wanted to know:
www.committee.com.au

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What is Governance

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



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Mega Trends

- Individualism
- Team Activities Under Threat
- Business Vs Social
- Wary & Clicky
- Disengaged Membership
- Declining Volunteering

3

Being on a committee

- 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
- Ensure correspondence addressed to the club is handled by the entire committee
- Make sure all paperwork contains facts and is accurate.
- Be aware of the impression of having relatives on committee
- Address any issues of staff / votes & committee representation

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The Secretary's Role

- Do you tell manage the committee or the paperwork?
 - Role is more complex than minutes & agenda
 - Communication skills are vital
 - Sometimes (wrongly) seen as “second tier”
 - Substantial legislative responsibility



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The Handover



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The Perfect Committee Member

- ✓ Well prepared
- ✓ Attend all meetings
- ✓ Sets goals for their portfolio or job
- ✓ Recruits new committee members and volunteers throughout the year
- ✓ Realises their responsibilities and takes them seriously
- ✓ Asks questions (best outside of meeting)
- ✓ Attends office or club house is there is one
- ✓ Attends all functions or activities
- ✓ Puts systems in place for the future
- ✓ Thinks strategically
- ✓ Handles people and conflict with confidence
- ✓ Is polite and professional to their colleagues



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Secretary's Position Description

KEY RESPONSIBILITIES

- Constitution & Compliance
- Correspondence
- Meetings
- Records
- Membership

KEY SKILLS

Communication
Organisation
Supervision
Attention to detail
Compliant aware

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Methods of Incorporation

- Incorporation
 - Incorporated Association
 - **Unincorporated Association*****
 - Company Limited by Guarantee or With Shares (ASIC)
 - **Charitable Trust*****
 - Co-operative
 - Special Act of Parliament or Letters of Patent
 - Union of Employers or Employees
 - Church or Religious Group
 - Indigenous Group

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Constitution

& some compliance

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Association legal compliance

- General Requirements
 - Maintain minimum seven (7) members
 - Have a registered office which could be the Secretary's home (Sec 17)
 - Obtain a common seal including "Inc" (Sec31)
 - 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 public liability insurance (Sec 70)
 - Keep a set of books & have them audited (Reg 9 & Sec 59)
 - Control the Business and operations (Sec 60)
 - Lodge an Annual Return (Form 12)
 - Notify changes to OFT (From 10a)

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What's In The Legislation?

- 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.
- Quorum minimum changed.
- Casual vacancies, secretaries status & functions all clarified.
- OFT can request documents – failure to provide \$1,500 penalty.

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Levels of association

Financial limits based on turnover or assets:

- Level 1 – Over \$100G
 - No changes to audit
- Level 2 – Between \$20G & \$100G
 - Accountant to confirm accounts (not audit)
- Level 3 – Up to \$20G
 - Treasurer’s Statement Only



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Level of public liability insurance

- Level 1 – No changes to insurance
- Level 2 – Can Choose no insurance
- Level 3 – Can Choose no insurance
 - Must review annually, check with your sport, advise members, those nominating for committee, people applying for membership and anyone club MAY have dealings with.
 - Check your rules & sporting body



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Your Objects

3 Objects

The objects of the association are—
[the objects should be stated fully]

Try to use some good words here about inclusion...eg people of all backgrounds, cultures, ages, genders & abilities. If you're a deductible gift recipient or a registered charity, there may be special clauses you need to include here. Go to www.acnc.gov.au for more guidance.



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Classes of Members

5 Classes of members
(1) The membership of the association consists of ordinary members, in any of the following classes of membership:

Ordinary Member Class	Definition	Voting Rights or Special Privileges
01 Senior Player Member	A person over 18 years of age registered to play Whippet Whacking	Yes
02 Junior Player Member	A person under 18 years of age registered to play Whippet Whacking	No
03 Caregivers	The nominated representative of each family who has registered junior players. One only per family. (For the purposes of this clause family is defined as any group of adult caregivers and junior members who live in the same household)	Yes
04 Representative Member	A member of the management committee or a nominated delegate from each team registered with the association for the year	Yes
05 Active Life Members	A Life Member has been accepted at an AGM under the conditions of the current By Laws and who has volunteered or attended a general meeting in the past two years	Yes
06 Non-Active Life Members	A Life Member has been accepted at an AGM under the conditions of the current By Laws and who has not volunteered or attended a general meeting in the past two years	No
07 Honorary Member	Person or organisation invited to membership by the management committee in the interest of Whippet Whacking for such a period as may be deemed appropriate and appointed according to the current By Laws	No
08 Volunteer Member	A member of the management committee or a volunteer working with the association (must be over 18 years of age)	Yes



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New membership

7 New membership

- (1) An applicant for membership of the association must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **seconder**).
- (2) An application for membership must be—
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconder; and
 - (c) in the form decided by the management committee.

For those who use online membership or sign-on you can have someone on management committee move to accept to the whole list and get another to second and still meet the obligations here without changing anything!

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Membership fees

8 Membership fees

- (1) The membership fee for each ordinary membership and for each other class of membership (if any)—
 - (a) is the amount decided by the members from time to time at a general meeting; and
 - (a) is the amount decided by the management committee from time to time at a meeting; and

The management committee is empowered to run the business and that should mean setting the prices for membership. Other businesses don't ask us how much we want to pay them and the management committee has a better understanding of costs than most members.

 - (b) is payable when, and in the way, the management committee decides.

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Admission or rejection

9 Admission and rejection of new members

- (1) The management committee must consider an application for membership at the next committee meeting held after it receives—
 - (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- (2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the person's application, the person is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
- (3) The management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

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When membership ends

10 When membership ends

- (1) A member may resign from the association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a members membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 2 months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- (4) Before the management committee terminates a members membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

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Appeal process

11 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the persons intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.



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Register of members

13 Register of members

- (1) The management committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.



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Membership

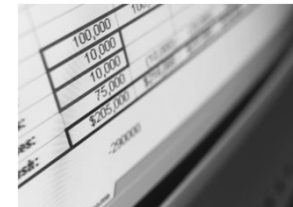
& more compliance



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Membership Applications

- Must have for any club
- Provides a mine of information
 - Name
 - Address
 - Telephone
 - Mobile
 - Email
 - Job
 - Employer
 - Other Skills
 - Other Qualifications
 - Interests
 - Volunteering Opportunities
 - Interested In Being On Committee
 - Reference
 - Identification Check



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Membership Managers

The screenshot displays the Wild Apricot website. On the left, a banner reads "Top Membership Management Software" and "THE TOP 20 MOST POPULAR Membership Management Software". On the right, a section titled "Easy Membership Management Software That Works for You!" features a table of pricing options:

	Monthly billing	Pre-pay 1 year (Save 10%)	Pre-pay 2 years (Save 20%)
Plan	Price	Contacts	
FREE	FREE *	50	Start Free Trial
PERSONAL	\$40/mo	100	Start Free Trial
GROUP	\$50/mo	250	Start Free Trial

At the bottom left of the page is the NOOSA COUNCIL logo.

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Prohibition on use of information

14 Prohibition on use of information on register of members

- (1) A member of the association must not—
- use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

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Appointment or election

15 Appointment or election of secretary

- (1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- a member of the association elected by the association as secretary; or
 - any of the following persons appointed by the management committee as secretary—
 - a member of the associations management committee;
 - another member of the association;
 - another person.
- (2) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- (3) If the management committee appoints a person mentioned in subrule (1)(b)(i) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (4) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (5) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
- (6) In this rule— **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

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Removal of secretary

16 Removal of secretary

- (1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- (2) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

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Functions of secretary

17 Functions of secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association.

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Membership of committee

18 Membership of management committee

(1) The management committee of the association consists of a president, treasurer, and any other members the association members elect at a general meeting.

(1) The management committee of the association consists of a president, secretary, treasurer, and any other members the association members elect at a general meeting.

We like to add the role of Secretary back in as a minimum. Other clauses do mention it and make provision for when a Secretary is appointed rather than elected, but this is a bit clearer that when elected, they are part of the management committee.

(2) A member of the management committee, other than a secretary appointed by the management committee under rule 15(1)(b)(iii), 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.

(3) At each annual general meeting of the association, the appropriate members of the management committee must retire from office (refer clause 19(6)), but are eligible, on nomination, for re-election.

If you are going to hold senate style elections for better succession planning, make this change so only half the management committee will retire in each year.

(4) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

(5) A maximum of one family members may serve on the management committee at one time. For the purposes of this clause family means any combination of parents, children, grandchildren and siblings.

This clause isn't in the model rules at all and while some clubs are run by couples, it is much better governance to make sure the committee is made up of a wider range of people with different opinions and skills. If you're worried about limiting it to one person, consider saying a maximum of two!

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Limited terms?

(6) A management committee member, who holds office for a period of 3 consecutive 1 year terms (the maximum period) in any position or 10 years in the aggregate, is not eligible for election until the Annual General Meeting which follows the Annual General Meeting at which the maximum period was completed. Or

(6) The maximum term of office for the President, Vice-President, Secretary & Treasurer is to be limited to two consecutive two years term with a mandatory two year minimum break before re-appointment or re-election to the same position. The maximum term of office for any other management committee member is to be limited to ten consecutive years, with a mandatory two year minimum break before re-appointment or re-election to the same position.

Neither of these clause suggestions are in the model rules either but they both speak to healthy governance. We want planned succession, where no-one "owns" a role, where there's a constant flow of new people and where our wonderful volunteers can take the opportunity to have a rest after a decade. Why not be really brave and make it less years or if that's way too scary, maybe make it 10 years in the aggregate without any rules about time in different roles. Only choose one!

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Electing the committee

19 Electing the management committee

(1) A member of the management committee may only be elected as follows—

(a) any 2 members of the association may nominate another member (the candidate) to serve as a member of the management committee;

(b) the nomination must be—

(i) in writing; and

(ii) signed by the candidate and the members who nominated him or her; and

(iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;

(c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person—

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 63A of the Act.

(3) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.

(4) If required by the management committee, balloting lots must be prepared containing the names of the candidates in alphabetical order.

(5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—

(a) whether or not the association has public liability insurance; and

(b) if the association has public liability insurance—the amount of the insurance.

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More succession planning?

(6) At every annual general meeting half the members of the management committee will be elected for a two year term.

(a) at the first annual general meeting following the adoption of these rules, the President & Secretary and half the remaining members of the management committee shall resign from office (and in the absence of agreement as to who will retire, those to retire will be determined by lot from among the management committee) and an election will be held to elect candidates to those positions. Those retiring management committee members will, subject to the requirement of these rules, be eligible for re-election; and

(b) at the second annual general meeting following the adoption of these rules, the Treasurer and the remaining members of the management committee who did not retire at the previous annual general meeting will retire from office and an election will be held to candidates to those positions. Those retiring management committee members will, subject to the requirement of these rules, be eligible for re-election

If you would like to consider succession planning, smooth handovers and not ending up with a completely new committee in any particular year, why not move to two year terms and elect or replace half the committee each year. The wording can be a bit tricky but the idea is to split your committee as close to half as possible and elect half each year, meeting your obligations to hold an election every year.



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Recruiting

• Ascendancy vs Nomination

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

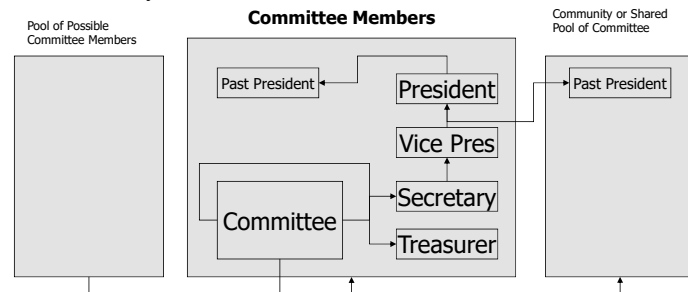
- Nomination leaves everything to chance
- People nominate even if they don't really want to
- Lack of motivation to be a good committee member



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Gives President Role Some Cachet
 Training & support always available
 Roles are performed better
 Less pressure on filling committee

Ascendancy Plans



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Resignation of committee

20 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
 - (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
 - (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
 - (3) A member may be removed from office at a management committee meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- This can be tricky but when a member of the management committee has breached a code of conduct or broken the law (or is suspected of doing so) but not been convicted, the balance of the management committee could be at risk and members may not support them when they need to leaving the "good" committee members no choice but to resign rather than continue to serve with that person.*
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
 - (5) A member has no right of appeal against the members removal from office under this rule.
 - (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.



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Vacancies on the committee

21 Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

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Meetings

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Use Digital Voice Recorders (\$0 Phone - \$250)



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Meetings of the committee

23 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.
- (3) The management committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the management committee.
- (5) The management committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The president is to preside as chairperson at a management committee meeting.
- (10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

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Quorum for committee meetings

24 Quorum for, and adjournment of, management committee meeting

- (1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

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Special meetings of committee

25 Special meeting of management committee

- (1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- (2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- (3) A request for a special meeting must state—
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

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Minutes of committee meetings

26 Minutes of management committee meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

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Committee Meeting Schedule

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

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Prepare 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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Other Management Committee

- 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



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Our Cat Herder



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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



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Resolutions without meeting

29 Resolutions of management committee without meeting

(1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

(2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

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Working Apart

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.

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Annual General Meetings

30 Annual general meeting

Each annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

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The Secretary

- Preparation Is The Key
 - 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

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Meeting agendas

- Meeting Agendas
 - Should show proposed motions
 - Should include Clubs aims or mission
 - Should not be amended after distribution unless its an emergency
 - Should be available at least a week ahead of a meeting
 - Should include the minutes of the last meeting, written reports & action list



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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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Ordinary Motions In Committee

- Motions should
 - Be specific
 - Be clear & concise
 - Be on behalf of the Club, not the person
 - Be brief
 - Begin with 'that'
 - Eg MOTION: THAT the club purchase a new trailer for ground maintenance.
 - Nominated By: Leisa Donlan Seconded By: David Duchovny Carried Unanimously



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Taking Minutes

- Follow the agenda
- Try not to detail every point of discussion. If discussion is lengthy, summarize.
- Accurately record the motions.
- Attendance, apologies & guests
- If using the strategic committee model, ensure all reports have been written and included with the agenda.
- A hard copy must be kept in a book, even if you keep electronic ones



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Notice of general meeting

34 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

57

Quorum & adjournment

35 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under [subrule \(6\)](#), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

58

Procedure at general meeting

36 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
Take a read through the suggestion for deleting the right to a proxy vote. If you decide to take out proxies, then make the changes highlighted here.
- (2) A member who participates in a meeting as mentioned in [subrule \(1\)](#) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

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Voting at general meeting

37 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the matter shall be decided in the negative.
We don't think its ever a good idea to force half the members to agree with you by using a casting vote. Much better to go away and do some quiet negotiations and find a majority.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

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Special general meeting

38 Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
- (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state—
- (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the secretary—
- (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in subrule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.



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Proxy type 1

39 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—

I, _____ of _____, being a member of the association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of _____ 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____ Signature _____

(2) The instrument appointing a proxy must—

- (a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
- (b) if the appointor is a corporation—

- (i) be under seal; or
 - (ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of the association or another person.

(4) A proxy must be a member of the association. Any member of the association may only be a proxy for one other member at any time.

Let's at least make sure those holding proxies are members of our association! If you do decide to keep proxies, this is a good balance between keeping them for those who genuinely can't attend a meeting and avoiding a situation where one person has the power of tens or hundreds of votes. This will help to make sure democracy wins in your club not any one person.

(5) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.



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Managing the proxy process

(5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(5) Each instrument appointing a proxy must be given to the secretary at least 48 hours before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

It's an impossible task to manage proxies and still start a meeting within 20 minutes when members can hand them in on arrival. Be kind to your Secretary & Treasurer and make the change to notify them well in advance so they can check they are correct and the person who gave them is financial and has voting rights.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.



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Proxy type 2

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

I, _____ of _____, being a member of the association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of _____ 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____ Signature _____

This form is to be used *in favour of/*against [strike out whichever is not wanted] the following resolutions—

[List relevant resolutions]

(1) The association does not allow proxy voting. [Take out the whole clause above and replace with these words so it's clear they aren't allowed]

If you want to understand the challenges of proxies read our Good Governance Manual section on Constitutions. In short, they are difficult to manage and almost always used for the wrong reasons to enforce change where most members who have awarded proxies don't realise the implications. Members can now attend meetings using other technology, so on balance for volunteers you should consider just eliminating them.



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Minutes of general meetings

40 Minutes of general meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes—
 - (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made—
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

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AGM Reality

- Usually poorly attended
- Danger of them being controversial
- Danger of lack of nominees
- Can be made fun or entertaining
- Can be catered for in budget
- Embrace controversy but handle it professionally
- Plan well ahead for succession to take the pressure off
- Remember if your constitution is silent your committee makes a decision about process

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The Annual General Meeting

- Tasks 6 Months Before The Meeting
 - Begin recruiting new committee
 - Quality people may take time to recruit
 - You need to consider candidates ethics
 - They need to be prepared to agree to codes of behaviour
 - Arrange six monthly audit with your accountant
 - Decide on a proposed date for the AGM & let members know through future newsletters (particularly before the end of year break)
 - Consider options to ensure a good turn out

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The Annual General Meeting

- Tasks 3 Months Before The Meeting
 - Send financial information to the accountant & advise date of AGM (always give date one month prior to real date)
 - If you are preparing a constitutional change, begin to talk to members

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The Annual General Meeting

- Tasks 1 Month Before The Meeting
 - Follow up with accountant for financial information & ensure the final report is accepted at a committee meeting
 - Arrange meeting location & time
 - Send out notification of the meeting according to your rules
 - If necessary send out proxies
 - Send out notification of resolutions & agenda
 - Read the constitution
 - Update your membership list & ensure you know who is entitled to a vote



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Annual General Meetings

Your Club Audit

- Make sure your financial reports are done every month
- Talk to your auditor about quarterly or six monthly audits
- Advise your auditor the exact date you require the reports
- Auditor must be certified.
- Qualified audit indicates a problem.
- Always read the notes to accounts.
- Remember sometimes when you pay peanuts you really do get monkeys



70

Duties, Acts & The Law

- 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

NOTICE OF GENERAL MEETING

The Association's next Annual General Meeting will be held at:
Our Club House, 17 Sports Lane, Olympia Qld 4000
On Thursday 10th August, 2019 At 7.00pm

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 secondor. 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.

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 policies of the Association.

Voting:

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

Meetings:

- 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.



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NOMINATION FORM

Sporting Club
Committee Member Nomination Form

To nominate for a position on the Committee, you must reply to the Association by 26th July, 2019 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:

Seconded By:



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The Annual General Meeting

- Tasks 1 Week Before The Meeting
 - Get change of signatory forms from the bank, ready for the meeting
 - Arrange copies of the agenda and audit for members to view
 - Follow up any positions you haven't received nominations for. Outgoing committee must arrange a President, Secretary & Treasurer as a minimum
 - Arrange for someone to Chair the meeting during change over



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The Annual General Meeting

- Tasks At The Meeting
 - Ensure proxies or voting rights are established when people enter the room
 - Make sure everyone signs the attendance register
 - Address the agenda & notified resolutions only
 - 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 resolution to be passed, even if your constitution says you need less
 - Allow enough time for questions on the audit



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The Annual General Meeting

- Let's Talk About Motions or Resolutions
 - 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)
 - **No postal votes are allowed for special resolutions (Sec 3 (4)) & they need a 75% majority

Ordinary Resolutions are everything else, but you must follow the rules in your constitution



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The Annual General Meeting

- Changing The Motion
 - Read motion & ask for comment
 - You may need to outline rules for comment
 - Eg 2 minutes per person only
 - When comments are finished ask for vote
 - Once seconded motions can only be changed with the unanimous approval of both the committee and the members, at the discretion of the chair
 - If members agree to change its clearer to vote draft a new motion, vote down the old one and then vote to accept the new
 - No changes allowed if you are using proxies



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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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The Annual General Meeting

- Let's Talk About "The Floor"
 - Prior nomination is always best
 - If nominating from the floor you must ask if they meet the criteria
 - Business from the floor is strictly optional at the discretion of the chair, committee & members
 - Special Resolutions not previously notified can't be accepted, only discussed
 - Illegal resolutions can't be acted on, even if the members vote in favour
 - Don't let members bully you during an AGM



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The Annual General Meeting

- 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
 - General Resolutions can only be changed with the unanimous approval of both the committee and the members, at the discretion of the chair



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The Annual General Meeting

- Tasks After The Meeting
 - Prepare the minutes as soon as possible
 - Make sure you know where the attendance list is and keep it with the minutes for next year
 - Notify FTO about any changes in the committee
 - Submit your annual report to FTO
 - Advise your insurance company or Association of new committee members
 - Safely store the attendee book if you use one



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By-laws

41 By-laws

- (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the association.



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Alteration of rules

42 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.



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Common Seal

43 Common seal

- (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone authorised by the management committee.



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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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Documents

46 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

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Meeting Technology



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Online SGMs & AGMs



Kingaroy Redbacks General Meeting

Time To Vote

If you would like to discuss the changes please don't hesitate to contact Club President Thomas Carroll 0419 775 928.

*1. MOTION: THAT the association adopt the proposed constitution. Nominated: Scott Tucker Seconded: Anita Wolski

- In Favour
 Against

[Prev](#) [Next](#)

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www.surveymonkey.com

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Compliance

& more compliance

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Who Needs Blue Cards?

Churches, clubs and associations involving children

Who needs a blue card?

Volunteers and trainee students need a blue card if their work or practical placement in a church, club, association or similar entity includes, or is likely to include, providing services that are mainly directed at children, or conducting activities that mainly involve children, unless an exemption applies.

Police officers and registered teachers do not apply for a blue card and should instead apply for an exemption card under this category if they are providing child-related services which are outside of their professional duties. Read more about [applying for an exemption card](#) (PDF, 231KB).

Find out more about the [application process for disability service providers](#) (PDF, 287KB)

If you are a state government employee there are specific application forms which can be obtained from your Department's HR or Screening area.

Examples of people who need a blue card...

- Volunteer coaches for children at sporting or recreational clubs
- Volunteers conducting children's activities at churches
- Parents volunteering in an official capacity on a club's committee, even if their child is a member of that club,
- Trainee students doing placements in a church, club or association as part of their studies with an education provider.

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Who Doesn't Need Blue Cards?

Who doesn't need a blue card?

A blue card is not required if the person is a:

- volunteer guest of a school or recognised body and are:
 - observing or supplying information or entertainment to ten or more people, and
 - the activity is for ten days or less on no more than two occasions per year, and
 - the person is unlikely to be alone with a child without another adult present.
- volunteer at a national or state event organised by a school or recognised body:
 - for a sporting, cultural or skill based activity, and
 - the event is attended by more than 100 people, and
 - the work is for ten days or less on no more than two occasions per year, and
 - the person is unlikely to be alone with a child without another adult present.

Police officers and registered teachers do not apply for blue cards and in certain circumstances may need to apply for an exemption card. More information about exemption cards can be found on the [Police Officers Information Sheet](#) (PDF, 310KB) and [Registered Teachers Information Sheet](#) (PDF, 399KB).

Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider.

- Volunteer parents coaching or managing a team at a sporting or recreational club if their child is a member of that club and receiving the same or similar services as those provided by the parent (note – volunteer parents should speak to the volunteer coordinator of the organisation they intend to volunteer for about the nature of the child-related activities they will be involved in, and whether they differ from the activities in which their child participates)
- Cleaners or grounds keepers employed in a voluntary capacity by a church, club, association or similar entity as this service is directed to the organisation, rather than children,
- Administration staff employed in a voluntary capacity by a church, club, association or similar entity as this service is directed to the organisation, rather than children.

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Documents

& more compliance

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What Is What?

- By-Laws, Policies and Procedures provide information about "the way we do things around here". It isn't uncommon for these different documents to become blended through the years or to have a constitution, By-Law & Policy on a particular matter that all say something different!
- By-Laws often have two functions. If you're a sporting organisation for example you may have By-Laws that talk about how the sport has to run, what the rules of play are and how on field complaints must be handled. For other organisations, By-Laws might describe the meeting process or give more details to a matter that is in the constitution eg your rules may say you have Life Members and a By-Law may say what conditions have to be met to be eligible for Life Members, who votes on nominations and when that whole process must take place. (taking the place of both a policy & procedure).



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What Is What?

- Policy - is a clear and definite statement of the organisation's views on a particular matter or of its intent to act in a certain way (the 'what').



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What Is What?

- Procedure - is a step-by-step sequence of activities or course of action that must be followed to implement a Policy (the 'how').
- Standard Operating Procedure (SOP) – is a set of written instructions that document a routine or repetitive activity. SOPs should provide enough detail so that someone with limited experience or knowledge of the procedure, but with a basic understanding, can successfully reproduce the procedure when unsupervised. SOPs need to be readily accessible in the work areas of those individuals actually performing the activity. Where they pay particular attention to meeting Health and Safety requirements SOPs can be called **Safe Work Method Statements (SWMS)**.



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So.....

- By-Laws might be policies (it's really a matter of semantics)
- Usually By-Laws are about constitutions or competition
- Many clubs moving away from By-Laws and into Policy
- Policies should never be procedures



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By Laws

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By Laws

- Keep constitutions simple and brief
- Document the “how to” in By-Laws
- OFT don’t need copies
- Can be changed in the format that best suits your club (Eg either members only or management committee)

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Policies (or maybe By-Laws)

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Policy Checklist

- Have you identified the essential policies for your organisation?
- Are you clear on the difference between policy and procedure?
- Are all your policies kept together and are they easily accessible?
- Do you have a policy development framework?
- Are your policies written in plain English and are they easy to understand?
- Are your policies living documents (used and reviewed regularly)?
- Do you know when to review your policies?
- Are all your documents aligned?

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Every Organisation Needs Them

- to provide the ethical framework for everything the organisation does
- to set boundaries (generally - what's in is ok , what's out is not!)
- to meet legal requirements
- to help manage risks
- to increase accountability
- to meet requirements of funding / registering bodies
- so that everyone has the same 'authoritative' information
- so everyone knows what they can expect from the organisation
- so that similar treatment is applied to similar circumstances
- to give ability and flexibility where circumstances vary
- to avoid or minimise confusion, disagreement, disruption and disputes
- to save time, cost, delays and effort
- to improve your organisation's image and reputation
- to improve your organisation's internal and external performance

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Compliance Policies

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Which Laws Apply To You?

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

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Corporations Law

- 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 REDUCE RISK 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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Associations Incorporations 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*)



105

Food Safety

- **Permit is required when meals are prepared by the organisation at a particular place, and sold (includes giving away food or bartering) on at least 12 days of the year.**
- Charities and other non-profit community groups are exempt from this requirement if:
 - There is no personal financial gain, ie. all the money raised from the sale of food is used for charitable or community causes; and
 - The food sold is shelf stable ie. not potentially hazardous food (eg. biscuits, cakes without cream, jams, chutneys) or
 - 2. The food is consumed immediately after thorough cooking (eg. meat sold straight from the barbecue).
- Permits are required when handling or selling potentially hazardous foods that are not served immediately after cooking
 - this is likely to occur where food is being pre-cooked and then reheated for sale, eg. sausage, roast meat rolls, curries, stews.
- Act covers requirements for clubs to address: skills & knowledge, purchasing, preparing, labelling, transporting, storing & cleaning for volunteers



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Manage Risk of Behaviour



107

Fair Work Act & Bullying

- Changed last year to include volunteers and non profit organisations
- Volunteer is considered an employee under the Act
- If a volunteer feels they have/are being bullied they can ask for assistance
- Non profit must have appropriate policies & procedures
- If volunteer is found to have case they can receive a judgement in their favour



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Member Protection

- Most clubs have access to protection policies but often don't use or understand them
- Proof of policies is not enough in defence, clubs must prove they are utilised and advertised
- Complaints systems should always be used and reviewed (discrimination, bullying etc)



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Privacy Amendment Act

- The Act covers private sector 'organisations': an individual, body corporate, partnership, an unincorporated association or a trust
- Businesses (including nonprofit organisations such as sports clubs, charitable organisations and unions) with an annual turnover of more than \$3 million
- Sports that keep health records still need to have strong policies around the use of that information



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Social Media

Linked in



111

Workplace Health & Safety

- **Volunteers:** Under WHS law a volunteer is a person who works for an organisation without payment or financial reward (but they may receive out of pocket expenses). The law also recognises volunteers as workers. This means that their organisation must provide the same protections to its volunteers as it does to its paid workers.
- **Workers:** As a worker, a volunteer has duties under the WHS Act (see Officer Duties). A volunteer may also be an officer of a business or undertaking with due diligence duties under the WHS Act (see Officer Duties).



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Child & Youth Risk Management Strategy

To comply with the requirements that are set out in the Commission's legislation, a child and youth risk management strategy must include:

- A statement of commitment
- A code of conduct
- Policies for recruiting, selecting, training and managing employees (including volunteers)
- Procedures for handling disclosures and suspicions of harm
- A plan for managing breaches of their child and youth risk management strategy
- Policies and procedures for compliance with Chapter 8 (screening requirements)
- A risk management plan for high risk activities and special events
- Strategies for communication and support

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Service of Alcohol

Community club licence

Principal activity

This licence may only be granted to a non-proprietary club such as a sporting club, RSL club or ethnic club. The *Liquor* income, profits and assets are used only to promote its objects, and are not distributed to its members. Community club licences may only be held by incorporated associations, or unincorporated associations with an indiv transferred from the individual to the club within three months.

By 2018, the following information will be available on the website: [http://www.qld.gov.au/industry/licences/nextsteps/community_club/](#)

low trading between 7 am and 9 am if the sport of the club is one prescribed in a regulation (law You may also apply to trade between 9 am and 10 am if a community need can be demonstrated.

Trading conditions

You may sell liquor for consumption on or off the premises to:

- members of the club
- members of clubs with formal reciprocal rights
- visitors authorised by the management committee playing a sport that is part of the club's business, incl

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Smoking Policy



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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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Volunteering Policy

- Restriction on hours
- Mandatory training
- Induction
- Tasks
- Communication
- Authorities



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Risk Policies

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Liability (Broadform) Insurance

- Usually included for sport as part of their "affiliation" payment
- Each policy is basically the same, however specific conditions may vary
- Usually covers cost of lawyers to defend and some cover judgement or fines
- Always a relatively high excess (between \$1000 and \$5000)
- Clubs MUST notify insurance company as soon as they become aware of an issue



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Disclosure Statements

- Meaningless to get participants to sign "I agree not to sue you" form
- Helpful to get them to sign "I have been told of the dangers" form



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Delegations Policy

- Financial delegations
- Rules about banking
- Who can make decisions



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Governance Policies

- Meeting attendance policy
- Grievance policy
- Meeting procedure policy
- Committee member induction policy
- Confidentiality policy
- Legislative compliance policy
- Conflict of interest policy
- Risk management policy



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Operational Policies

- Managing People (staff, volunteers, members)
- Managing Money
- Managing Facilities
- Managing Equipment
- Managing Contracts
- Managing Relationships (funders, partners, sponsors, donors)



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Documenting Policy

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



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Development & Approval

- Committee develops or endorses By-Laws that are imposed on an organisation by another group in the hierarchy eg State Sporting Body or a Charity, School or Church that allows groups to auspice activities under their own incorporation. In some cases By-Laws may need to be approved by the members (check your constitution to make sure you are treating By-Laws in the proper way. Remember too, that when a By-Law or Policy is endorsed by the members, it cannot be changed later by the Committee without going back to the members at a general meeting!



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Development & Approval

- Committee develops and approves Governance policies and the 'subject experts' (the people on the ground) develop and approve Operational policies. You need to decide what works best for your organisation, taking into account its purpose, structure and range of activities. Some organisations decide that the Committee should be responsible for approving all Policies.



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Development & Approval

- Procedures are developed by the people who are performing the task and are approved by their manager or responsible Committee member.
- Safe Work Method Statements and Standard Operating Procedures are developed by the people who are performing the task and are approved by their supervisor. Equipment operating instructions and Materials Safety Data Sheets are often used as the basis for developing SWMSs and SOPs



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Managing The Change

Controlling Conflict



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Succession & Recruitment Policy

1. Identify a Short List of People Who Currently Volunteer or Who Are Interested in Committee Service
2. Decide On 4 Candidates For Each Available Position
3. Allocate a current "Recruiter" for Each
4. Role Play / Prepare Your Arguments
5. Make the Initial Approach
6. Follow Up With Another "Recruiter" if Necessary
7. Fill Out The Nomination Form

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Permanent Storage Of Information:

Have key documents scanned to electronic copies



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Clouds



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Planning

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Planning myths

If the plan is unsuccessful then it was a waste of time

Planning can help with understanding the environment

Planning can eliminate change

Helps you to cope with change

Planning reduces flexibility

planning helps develop alternatives and contingencies



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Strategic Planning

1. Decide On Your Club's Vision
2. Make Some Assumptions About The Future
3. Assess The Issues (External & Internal)
Economy, Statistics & Demographics, Culture, Technology, Environment
4. Set Goals
5. Implementation
6. Review



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The Power Of SWOT

- Its ALL about you
- Clarifies thoughts, feelings & perceptions
- Focuses on truths
- Is the vital first step to planning
- Gives clubs confidence & focus
- Sticking to the goal enforces change
- Doesn't work in a drawer



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STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Conduit For Members to Sport	Few Active Members	New Directions For Sport In Queensland	Lack of Resources
Support of Sport	Constitution	Recruit New Members	Larger Sports
Dedicated Parents On Committees	Low Player Numbers	Reform Decision Making Process	Drought
Core of Dedicated Workers	Parent & Friends Time	Use New Ideas	Lack of Parental & Friends Input
Keeness / Willingness	Communication Between Governing Body & Us	Unification of Club, Members & Body In Real Partnership	Lack of Trust Between Committee & Governing Body
Determination	Lack of Support From Parents	To Build a Strong Supportive Community and Focus On Moving The Sport Forward	Baggage From The Past Rumour & Gossip
Well Meaning Executive	Small Band of Volunteers	To Work With More Parents, Find Their Skills & Encourage Participation	Members Feeling Undervalued and Uninformed Withdrawing Support
Members, Parents, Coaches, Life Members	Members Contributions Sometimes Not Valued		Others Who Do Not Feel Involved
Highly Motivated Dedicated Executive With Great Skills & Abilities	Lack of Planning		Burnout For Those Involved

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Strategic Plan – 6 Easy Steps

1. SWOT Analysis
2. Wish List
3. Prioritize
4. Write Out Plan
5. Develop Actions
6. Update & Report



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	Short Term Action	Long Term Action	Delegation
1 Year			
Shorter Meetings	New system for meetings Reports for meetings	Policies Developed Governance Charter	Fred
Cheaper Electricity Bills	Investigate suppliers Find sponsor for lights	Self sustaining lighting (solar?)	John
4 Carnivals Per Year	Survey Members Write to controlling body Arrange Transport	Improve facilities Buy PA system	Pam
2 Years			
New Storage	Investigate funding options Get prices	Get permission from council / landlord Insurance	Annie
Meals / Catering Facility	Check out requirements Staffing?	Purchase caravan	Grace
5 Years			
Permanent Staff	Budget \$20,000 per year so we need \$40,000 in bank. Find out about pay systems etc.	Recruit someone to work from home initially Employment contracts etc	Brock
Longer Season	Write to controlling body Liaise with other clubs	Lobby controlling body Get letters of support	Allen
10 Years			
New Club House	Ask council for permission Investigate funding options Fundraising	Fundraising Investment options to increase interest	Carl

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Planning workshops

An opportunity to involve a variety of people from the club in the planning process
 10-30 people maximum
 All interests should be represented
 Use of an independent facilitator can help
 Space and equipment needs should be assessed



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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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