



RUNNING THE CLUB EFFECTIVELY

Clubs that maintain good practices and follow appropriate governance structures, are more likely to make great strides towards their ambitions. It also positively demonstrates to members, partners, and stakeholders that the club can run effectively and efficiently which is important to help build relationships and support long term sustainability of the club.



Making regular contact

People who volunteer at your club will have a varying amount of time they can offer, and it is important to respect that. That said an effective club is one who meets regularly to discuss progress, keep the development and business plans moving forwards, address any important matters, as well as check in on how everyone is doing.

How often you meet and the format in which you structure your meetings will be different from other clubs. There is a recommendation that club officials meet no less than four times a season, but there are no restrictions on maximum number of times you should touch base. Make sure that however you host your meetings, it is right for your club and all involved.

Discuss important topics

You may have several items you want to discuss ranging from your summer tournament to volunteer recruitment and your committee meetings are the place for these conversations to be had. Your club constitution should guide you on how often your committee meets. If your constitution does not state this, or your committee feel it needs to be amended to support club activity then this proposal should be discussed at the AGM and a decision agreed by the committee can be made.

For these types of meetings, minutes are typically taken, recorded, agreed and then shared by the club secretary. Sharing these minutes wider than the committee will demonstrate your desire to remain transparent and keep communication regular and consistent. More information on taking minutes will be shared in due course.

Every season the Annual General Meeting (AGM) is held, and this meeting is open to all members. The purpose is to discuss and agree decisions which affect the whole club. Again, this meeting is a great opportunity to remain transparent and keep communications open. Typical areas which are discussed during an AGM include;

- progress and achievements of the club over the past season
- notice of changes / election of personnel in roles
- annual accounts
- proposed and agreed constitution changes

It will be the secretary's responsibility to organise the AGM, providing a minimum of 21 days' notice, unless stated otherwise in your club constitution, whilst inviting the relevant members. There will be a minimum number of members who need to be in attendance to aid with approvals of changes in constitution, election of individuals etc. This will be stated within the club's constitution. Again, it is typically the secretary who will take the minutes and will ensure that happenings within the meeting are noted, recorded, agreed and shared.

There are times where an Extraordinary General Meeting (EGM) can be called to discuss urgent matters which can not wait until the AGM, for example to amend elements of the constitution or a rule.

Guidance on the minimum number of club members wishing to call an EGM alongside the remits of why, when and how an EGM can be called should be detailed in your constitution.



Top Tips

- Advise people of the topics and content before the meetings – ensure there is no element of surprise.
- Share the workload when it comes to planning these meetings; everyone has a role and their own part to play so make sure everyone is contributing.
- Ensure that your constitution and processes are followed.
- Where possible include everyone in discussions and decision making.
- With any meeting, try and bolt on an opportunity for a social afterwards. It could be to grab a bite to eat or watch some football.

Keeping track of happenings during the meetings

Typically, the secretary will be responsible for recording the minutes and as a minimum should ensure the following is captured;

- who was in attendance including any apologies
- location and duration
- what is discussed and decided at each committee meeting
- which action points arise and who they were delegated to
- how you plan to proceed and what you're working towards



It can be difficult to take minutes during a meeting so here are some of our top tips:



1. Don't write everything down, just focus on what is important.



2. Where you can and if it works for you, jot down your minutes on an electronic device rather than on paper as it will save you writing them up twice. If you need to take some type of recording device with you to help transcribe at a later date, try that. Just be sure to gain the consent of those in attendance.



3. Number each agenda item so that your notes flow in line with the items discussed.



4. Have previous meeting minutes on hand in case any references are made.



5. Try not to leave too much time between the meeting and typing up any notes. Ideally, try to complete all notes within an hour of the meeting, so that everything remains fresh, and you don't have to try and recall information days later.



6. By following the above, this can mean you can get the minutes out sooner rather than later, allowing those who have actions from the meeting more time to complete them.



7. Everyone is busy and small tasks can sometimes get forgotten so where possible, try and set reminders to nudge those to complete their tasks before the next meeting.



Sharing club happenings

Clubs who remain transparent and accountable, are more likely to positively engage with members, partners and stakeholders. Sharing your meeting minutes can be completed in a number of ways;

- Upload on your club website.
- Share directly with members through email.
- Promote key points on social media.
- Include in a club newsletter / e-newsletter.

Clubs who maintain good practices and procedures, whilst bringing members, partners and stakeholders on the journey, are more likely to make great strides towards achieving ambitions and building long lasting connections.

