

## Committee Composition

The structure will depend on your club size and composition. Developing an organisational chart helps your members to understand the club structure, including the different sections of the club (junior/seniors); subcommittees, working groups and reporting processes.

The clubs Constitution will set out the number of committee members, the roles and the election process. However, it is extremely important to find the right mix of skills and abilities within your committee and this can be the tricky part. Pre planning (succession planning) is critical. What skills are really missing, what is not done well currently by the committee – managing finances, legal responsibilities etc. Further ensure you have representation of your member base, ie male/female/youth/seniors/ethnicity/geographically location etc. Think about the long term of your club and encourage the younger members to be involved, they are the future of your club.

Time commitment is quite often a reason people will not join a committee, so think about ways you can encourage your members to be involved, whilst meeting their own personal needs.

Subcommittees and working groups are excellent ways your members can be involved in areas of their own interest and commitment of time. However, it is important to have a *Terms of Reference* for these groups which sets out very clearly their role and responsibilities and delegation of authority.

### Subcommittees/Working Groups

Subcommittees are usually set up for an on-going period and form part of the governance responsibilities such as risk management, coaching etc. (no more than 4 members)

A working group will be for a specific time period, such as two months to plan an event or preparing for the beginning of the season. (as many as need to fulfil the tasks)

Ideally, a member from the management committee would attend the working group/sub - committee meetings (but not chair meetings) and report back to the club management committee, this saves the subcommittee members from attending too many meetings unnecessarily.