

Election and New Committee

The club Constitution will outline how and when committee members can be elected into office and what processes must be followed. This may be at the Annual General Meeting (AGM) or may be when someone has stepped down from a position prior to the AGM.

It is important some thinking and planning goes into the AGM and appointment of committee members. You need people on the committee who want to be there, are committed and have skills, knowledge and some experience to bring to the table. Certainly do some head-hunting if you need to, advertise on your website; in your newsletter and talk about the skills they will need. Approach this recruitment drive differently – don't just ask for a Treasurer - tell your members what is involved:

We are looking for someone who can help us count the canteen takings, visit the bank each week, write up the expenses and income and report to the committee each month of the club financial position. We estimate you would need to committee 2 hours per week to this role. This position requires someone who likes figures, being accurate and likes processes.

Work with your club members, tell them about the committee and what it does, how important it is to have the right mix of skills, the personal satisfaction, invite them to come to a meeting and see how you operate and be clear and honest about the time commitment. You can also think about job sharing if necessary for example break down the Treasurers role and get someone to do the banking and someone else to do the record keeping.

Clubs should be working on their AGM and recruitment drive at least three (3) months prior to the AGM. You need to be looking for the right mix of skills, abilities and demographics of your club members.

Processes:

Make sure you have all the required nomination forms available on your website or at your clubhouse so it is easy for people to nominate.

Advertise these nominations around your club; keep your members informed. If members see others nominating, it may encourage them to consider being on the committee, but it might also increase the numbers at your AGM, if they are not in fear of being "dragged" onto the committee.

If more than one person nominates for a position, allow time at the AGM for them to speak before a vote, or talk to them prior to the AGM if you have a position no-one has nominated for and ask one of them to consider that position.