

FUTURE-PROOF YOUR CLUB

STRATEGIC PLANNING & AGMS

Strategic Planning – Know where you're headed!

Currently, clubs at Massey Wellington tend to plan no more than a year in advance, but if we want clubs that stand the test of time and are able to provide greater opportunities for future students, we have to start thinking longer term.

Write a mission statement

Set a clear direction for your club so that everyone is on the same page moving forward.

Write 'SMART' goals

Specific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound. Your goals might include fundraising targets to create long-term savings for your club; Assets you might want to purchase; Events that you want to hold or Membership targets for the next few years.

Annual General Meetings – Engaging members in your club's future

An AGM is a meeting open to all club members, they are important for ensuring that members have a fair say in the clubs administration and activities and to make sure club execs are accountable with the club's money and aren't heading in a different direction to members wishes. Nearly all community organisations and non-profits in NZ have to hold AGMs, and many business meetings follow the same procedures, so it is actually a valuable skill to learn!

The meeting doesn't have to be an over-the-top formal affair

...but it should include the items listed below, and accurate minutes should be kept and given to the CDC.

Before the meeting

- Set a time that works for most club members
- Write an agenda and make it available to club members
- Promote promote promote. Maybe combine your AGM with another event.

At the meeting

- The President should speak about what the club has achieved this year, and propose some goals for next year (This is called the Presidents Report)
- The Treasurer should broadly outline how much money the club made this year (from grants, fund raising, etc), and how much was spent, and on what, and then propose a basic rundown of the same for next year (This is the Financial Report)
- Make space for general discussion, allow members to raise concerns or give feedback on these reports
- Elect an Executive Committee for next year, or ask for members to approve the people you wish to appoint.
- Any big decisions should be made in the form of a 'motion', for example:
 - Member One:** "I move that the proposed budget for 2018 be accepted"
 - Member Two:** "I second that"
 - Chair:** "Let's vote on the motion—all those who agree, please raise your hands"
 - If more than half vote for a motion it is carried.**
- The Secretary should take minutes of the meeting, and accurately record the words of the motion, name of the people who move and second, and the result of the vote, as well as the date, location and names of everyone present.