

COMMITTEE STRUCTURE GUIDANCE

All clubs will have a committee made up of officials elected from the membership who's role is to run the club within guidelines contained in the clubs governing documents (Constitution & club policies).

As a minimum, we would advise that a club committee would be comprised of between 7 to 9 members, possibly covering the following roles:

- President
- Vice President
- Secretary
- Match Secretary
- Treasurer
- Wellbeing Protection Officer
- Development Co-Ordinator

However, there are many extra committee roles which members could also be voted into, should a club require e.g.:

- Junior Vice President
- Bar Convenor
- Green Convenor
- Garden Convenor
- Property/Fabric Convenor
- Social Convenor
- Social Media Co-Ordinator

As every club varies in size and needs, it is important to have a committee which meets the needs of your club specifically. For larger clubs the use of sub committees would allow for devolved working groups that report to the main committee.

These reports could be circulated in advance of the main committee meeting, allowing for only 'Matters Arising' to be discussed, resulting in a more efficient use of committee time.

Further advice on committee meetings can be found in the 'Running an Effective Committee Meeting' resource.