Terms of Reference

Club Plan Steering Group

# DESCRIPTION

The Club Executive should appoint a Club Plan Steering Group once it decides to develop a Club plan. This group will be the sub-committee of the Executive that is responsible for completing the planning process.

# Membership

* Club Chairperson
* Club Secretary
* Club Treasurer
* Club Coordinator

# Responsibilities

1. Reviewing the Club Planning Guide and Toolkit to understand the planning process and resources available.
2. Analysing the current state of affairs in the Club and its desired future. This is to be done by gathering and reviewing documents, data sources and consulting with the Club members and wider-community.
3. Meeting with the Club Planning Facilitator to agree on the planning process, roles and logistics for the Club Planning Workshop.
4. Organising and attending the Club Planning Workshop in conjunction with the Club Planning Facilitator.
5. Ensuring a Leader for each Focus Group is appointed and supported throughout the process.
6. Collating and evaluating all Focus Group recommendations.
7. Drafting the final Club plan and sharing it with the Club Plan Facilitator, as well as suitable others, for review.
8. Presenting the final plan to the Club Executive for sign-off.
9. Organising a launch event.

# Meetings

The Steering Group will meet as required, but it is envisaged that no more than six meetings will be required.