

Section 14



Working Club Documents

The following section is for clubs to use as a place to file documents to keep them all in the one place. Taking this folder to each committee meeting will ensure you have all the documents you need.

14.1 Working Club Documents

You may like to keep the following information in this section:

- Meeting minutes
- Club Business Plan
- Club Constitution
- Public Liability Certificate
- Certificate of Incorporation
- Liquor Licence
- Budgets and reports (last years and this year)
- Current committee list and contact details
- Volunteer qualifications register
- Any other club documents