



Club Management Guidelines

1. Purpose and Values

Policy Statement:

The Club exists to foster fellowship, lifelong learning, and Friendship. All members and leaders are expected to uphold inclusivity, respect, and diversity in every activity.

Guiding Principles:

- Encourage active participation.
- Share responsibility for the success of the Club.
- Celebrate achievements and nurture innovation.

2. Governance and Leadership

Policy Statement:

The Club shall be governed by an Executive Committee, elected annually at the Annual General Meeting (AGM).

Structure:

- Chairperson – Provides strategic direction and represents the Club publicly.
- Vice-Chairperson – Supports leadership and continuity.
- Secretary – Maintains records, correspondence, and minutes.
- Treasurer – Oversees finances and transparent reporting.
- Committee Members – Support initiatives and ensure smooth operations.

Leadership Terms:

- Officers serve for one year (renewable).
- Rotation of roles is encouraged to promote inclusivity and succession.

3. Membership

Policy Statement:

Membership is open to retired and semi-retired people and community members who support the Club's values.

Membership Guidelines:

- Members contribute actively to meetings and events.
- Fees are reviewed annually and communicated transparently.
- New members are welcomed through orientation.

4. Meetings and Events

Policy Statement:

The Club shall hold regular monthly meetings and an Annual General Meeting.

Meeting Guidelines:

- Monthly meetings follow a structured agenda.
- Guest speakers and educational sessions are encouraged.
- The AGM reviews achievements, elects officers, and sets goals.
- Special events (trips, workshops, outings) must be inclusive and accessible.

5. Communication

Policy Statement:

The Club shall maintain clear and timely communication with members.

Communication Guidelines:

- Use newsletters, website updates, and digital platforms.
- Ensure accessibility of information for all members.
- Encourage feedback and open dialogue.

6. Financial Management

Policy Statement:

The Club shall maintain transparent and accountable financial practices.

Financial Guidelines:

- Annual budgets approved by the Committee.
- Financial reports shared with members.
- Fundraising activities must align with Club values and legal requirements.

7. Code of Conduct

Policy Statement:

Members are expected to uphold respectful behaviour and protect the reputation of the Club.

Conduct Guidelines:

- No discrimination, harassment, or exclusion tolerated.
- Members act with integrity in all public and private settings.

8. Digital Transformation

Policy Statement:

The Club shall embrace digital tools to modernize operations and improve member engagement.

Digital Guidelines:

- Use the website, online forms, and newsletters for communication.
- Provide training for members unfamiliar with technology.
- Ensure compliance with data privacy regulations.

9. Succession and Continuity

Policy Statement:

Leadership succession shall be planned to ensure continuity and growth.

Succession Guidelines:

- Encourage mentoring of new leaders.
- Document processes and maintain archives.
- Celebrate contributions of outgoing leaders.

10. Review and Improvement

Policy Statement:

This Policy shall be reviewed annually at the AGM.

Improvement Guidelines:

- Adjustments made to reflect evolving member needs.
- Encourage innovation and continuous improvement.