

Club Development Information

Tips for a Healthy Committee and a Healthy Club

The committee has the responsibility to manage the organisation on behalf of its members. The role of the committee can be summarised into four main categories - plan, organise, lead or control.

A committee should operate as a team, draw on the skills of individuals and work towards common goals. Committee members should be committed, have sufficient time to devote to a committee, have an understanding of the role, have leadership skills, be dedicated and a good communicator.

To find out more about these roles, visit the [Department of Sport and Recreation](#).

Insurance for Committee Members

Is your club incorporated?

Once a group becomes incorporated, it acquires a new legal status – it becomes a legal entity in its own right, separate from the individual members. This means committee members or officers of the association are generally not liable to contribute towards the payment of debts or liabilities of the association.

Organise

The City of Kwinana's Community Development Fund provides incorporated, not-for-profit community organisations with the opportunity to apply for funding under the categories of Minor Capital Works, Community Development Fund and Recreation Equipment Program.

For more information on seeking external funding or writing an application, contact the Club Development Officer on 9439 0200 or [email](#).

Attracting and retaining members

To attract new members, your team should consider promotional materials such as brochures, flyers, newsletters and local newspapers. One of the most effective methods is through word of mouth.

The City of Kwinana holds a sports expo twice a year to help promote clubs and representatives of those clubs to the local community in the Marketplace shopping centre.

Retaining current members is more economical and less time-consuming than attracting new members. Clubs can do mail outs or e-newsletters to members to assist retention rates.

Volunteering

Volunteers are the backbone of sport and recreation clubs. As volunteers may seem in short supply, the Kwinana Volunteer Resource Centre connects enthusiastic volunteers with not-for-profit community organisations

The State government through the Department of Local Government, Sport and Cultural Industries is a major supporter of the City of Kwinana Club Development Officer in Western Australia. Sport and recreation builds stronger, healthier, happier and safer communities.



Department of
**Local Government, Sport
and Cultural Industries**

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