



# 2024 UniSport Australia National Forum

## Supporting your committees to help them thrive

*Tuesday 7 May 2024*

Presented by: Michael Connelly



# Why is it difficult?

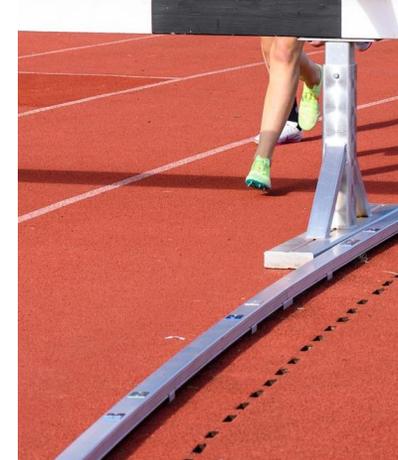


# The succession plan

# Volunteer roles

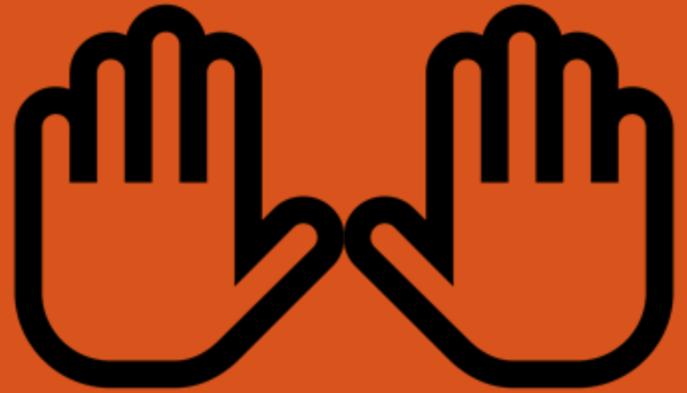
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- Leadership
- Committee positions
- Other positions
- Other helpers



A background image showing several hands of different skin tones holding and interlocking large, colorful gears (red, blue, yellow) against a light grey background. The gears are arranged in a way that suggests a complex, interconnected system or process.

# Governance



# Governance

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# Operations

# Succession

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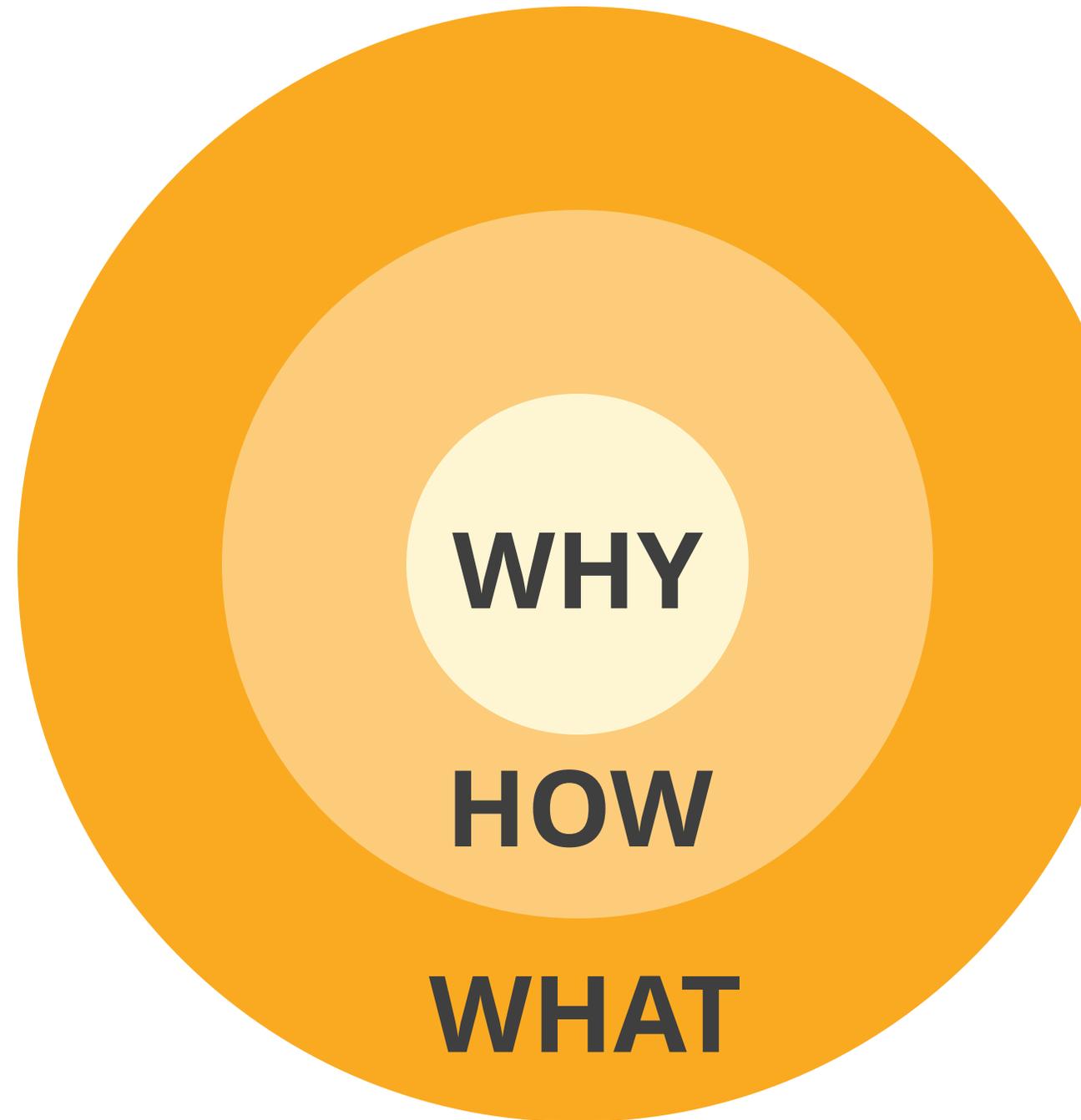
**IT STARTS  
WHEN  
YOU START**



# Club **planning**

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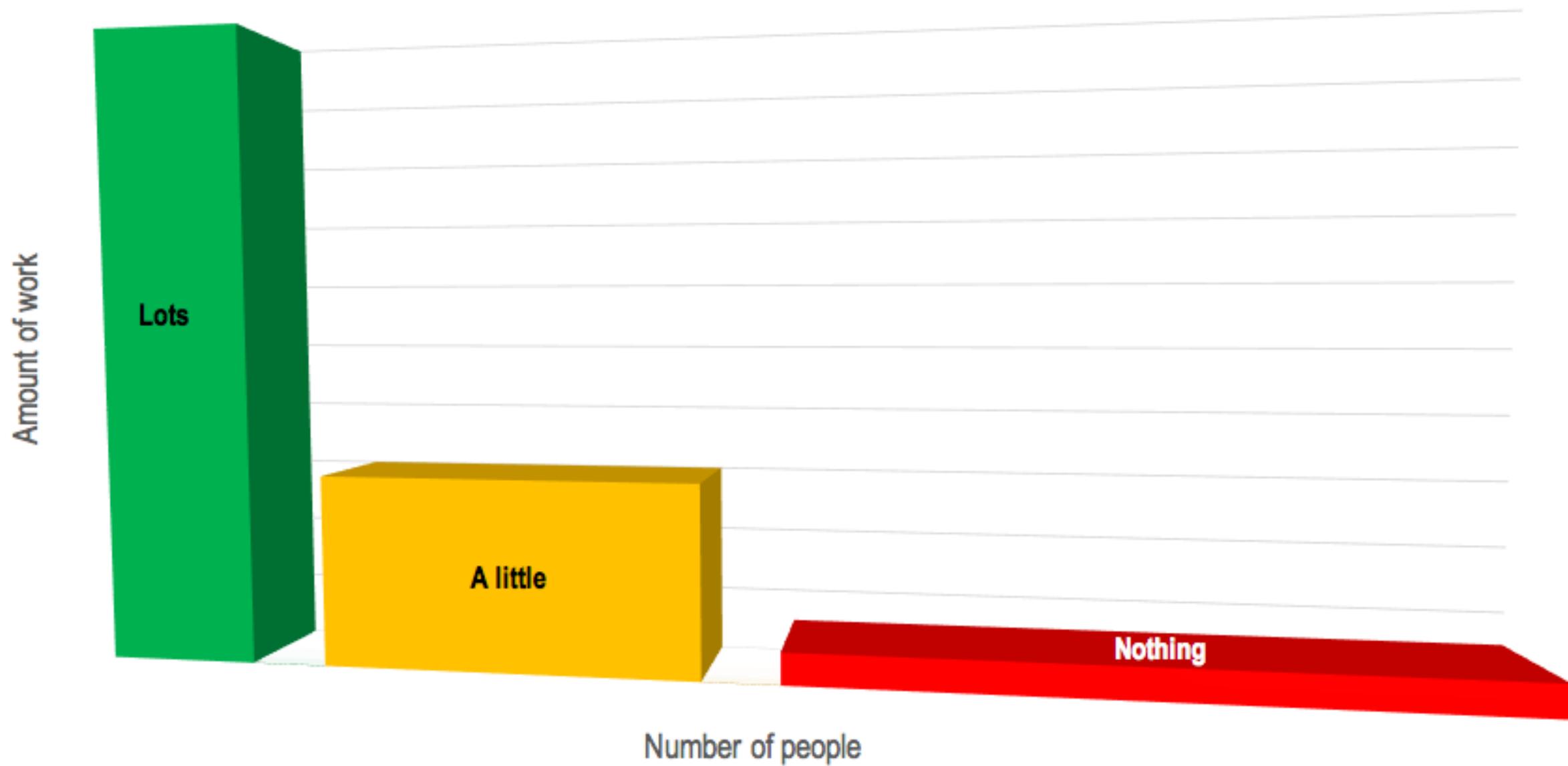
- Be clear on purpose
- Set club goals
- Develop an events calendar
- Have a marketing strategy



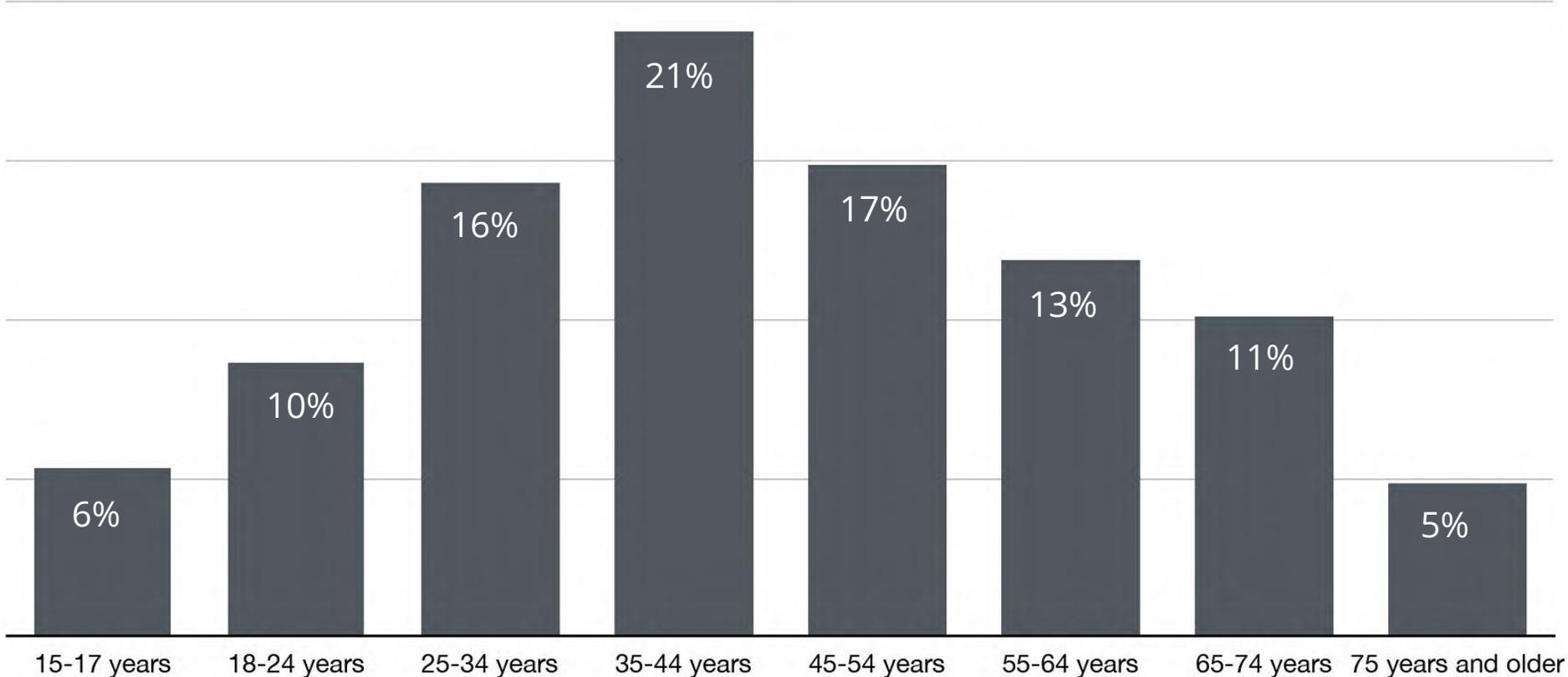


# Who volunteers?

## Volunteer Participation



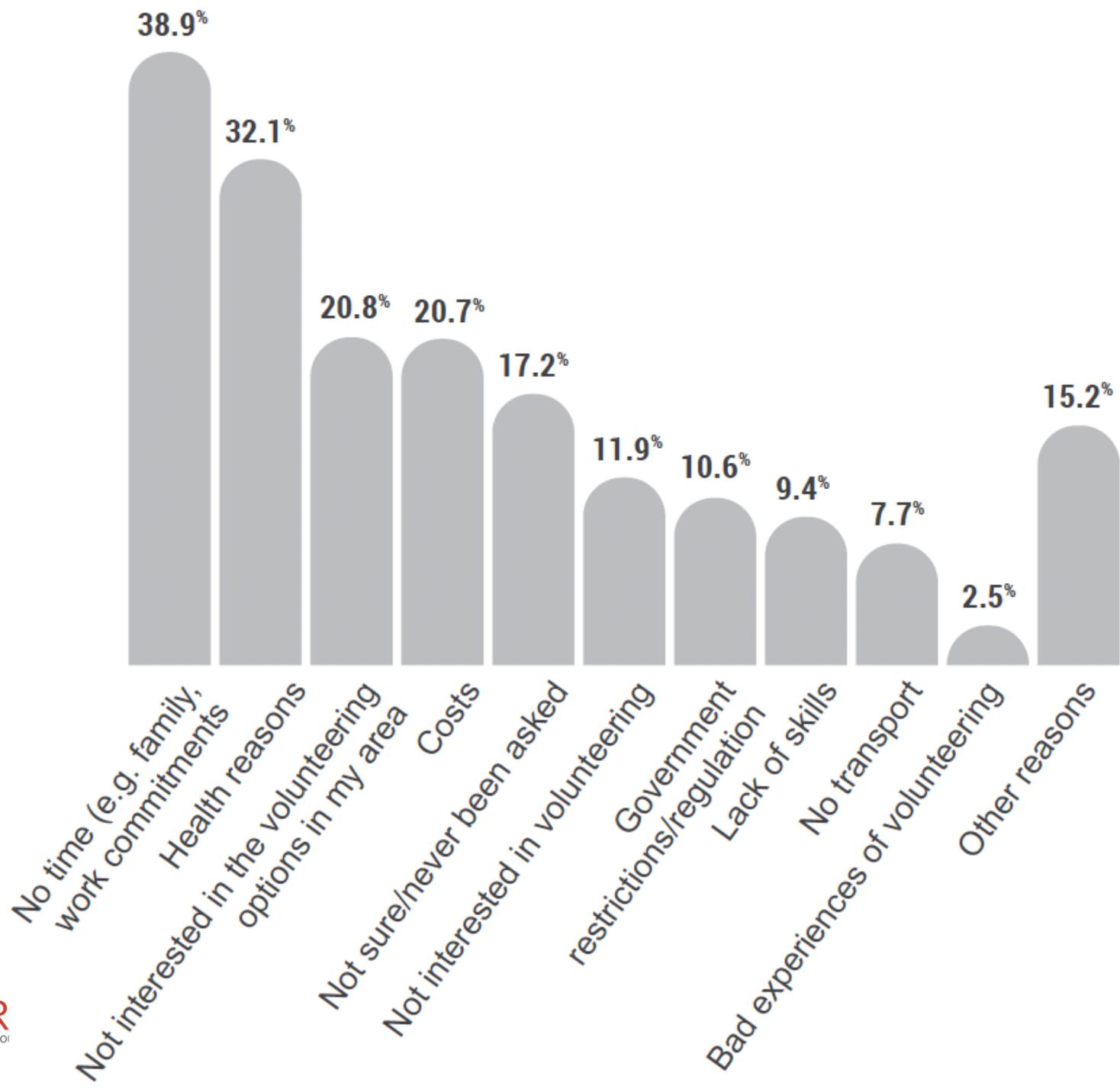
# Age of volunteers



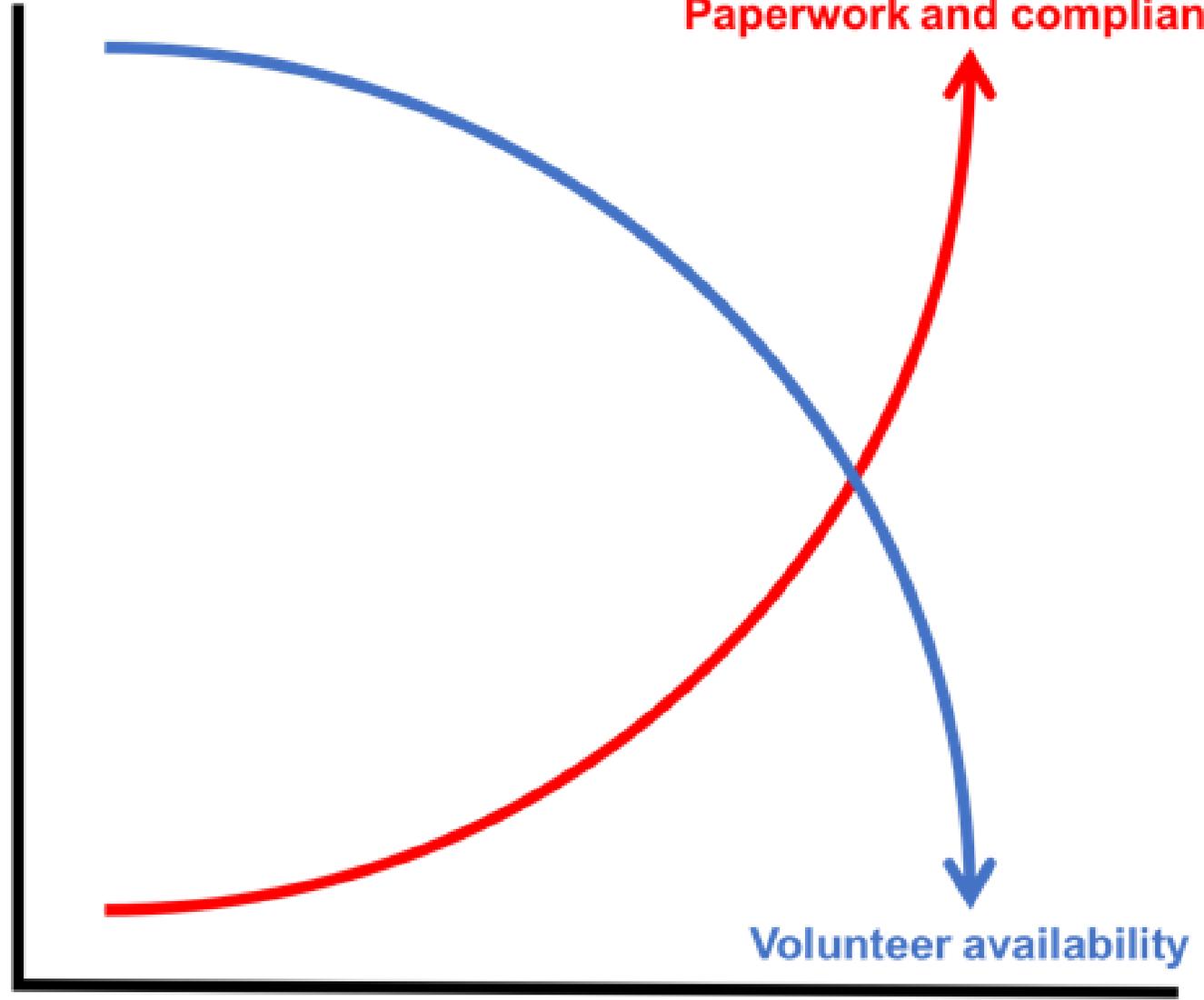


**STOP!**

**What's stopping them?**



**Paperwork and compliance**

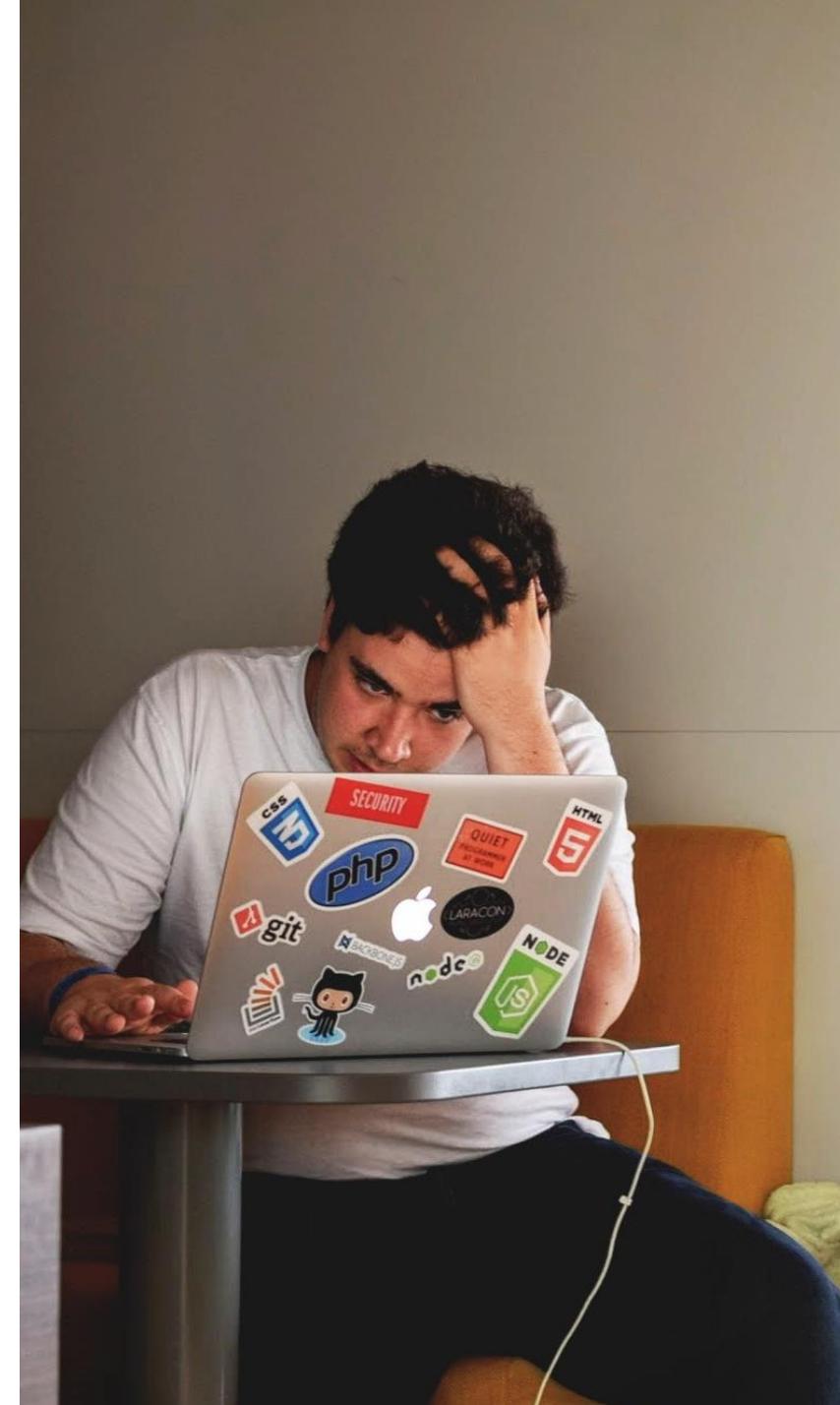


**Volunteer availability**

# Why don't they volunteer?

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- Anxiety
- Slacktivism
- Digital frustration
- Cost of living



# Why do people volunteer?

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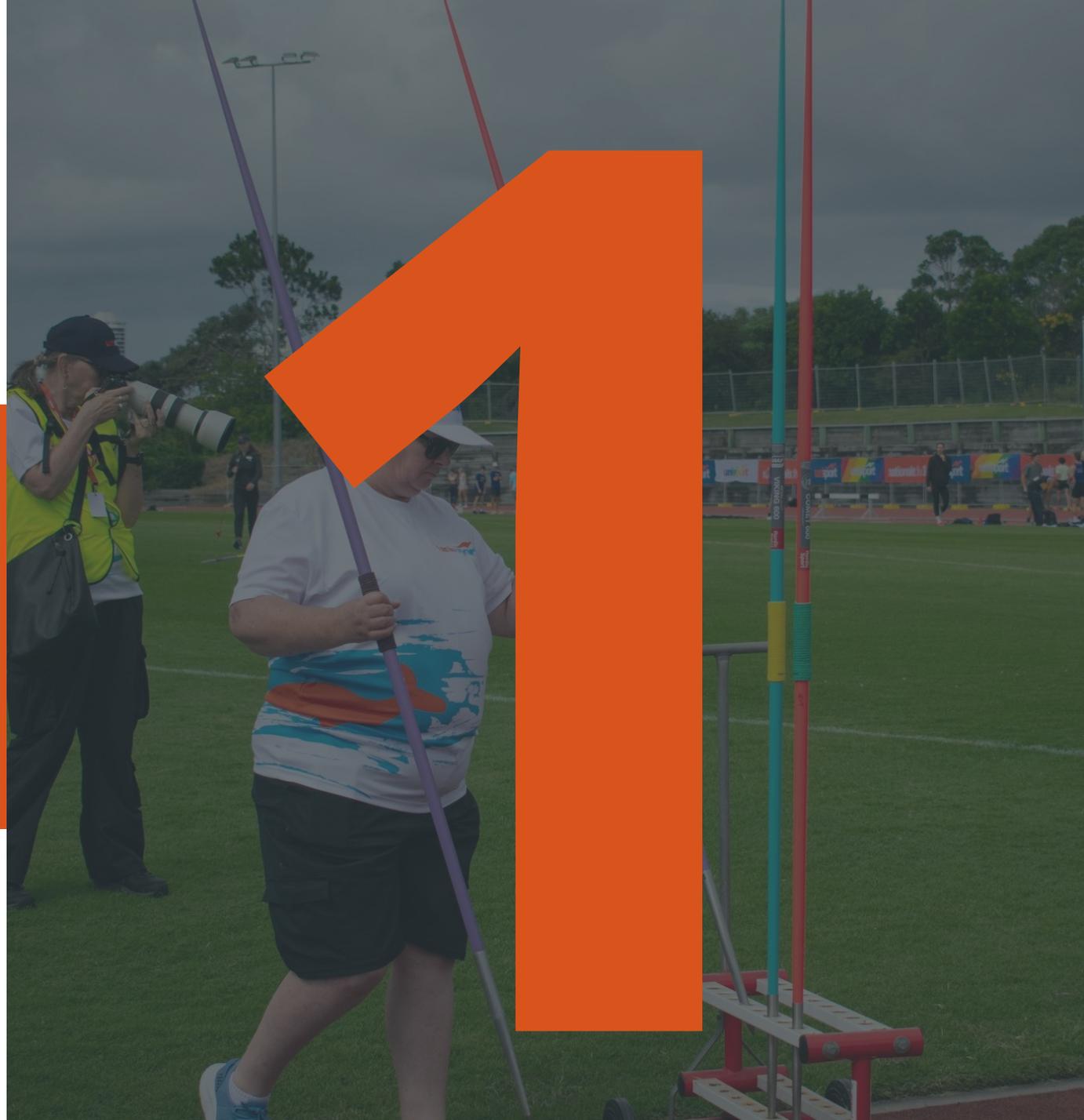
- Help others
- Give back
- Make a difference
- Find purpose
- Connect with community
- Feel involved
- Contribute to a cause
- Use skills
- Resume building
- Personal brand



# The one thing

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“Volunteering is time willingly given for the common good and without financial gain.”





**Get out of the canteen!**

# During the term

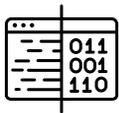
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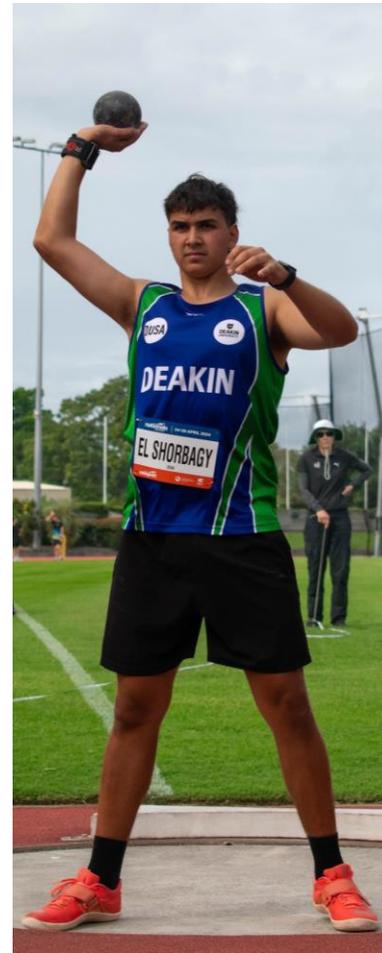
**Engage with members**



**Lead by example**



**Keep a record**



# Leading up to the AGM

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**Tap someone on  
the shoulder**



**Position descriptions**



# President

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- Ambassador
- Chair meetings
- Help others understand their roles
- Set direction



# Vice-President

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- Understudy and deputy chairperson
- Keep the organisation on its strategic direction
- Assistant leader



# Secretary

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- Coordinate meetings
- Manage communication
- Maintain records
- Reporting obligations



# Treasurer

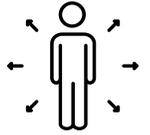
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- Financial reporting
- Budget
- Keep financial records



# After the term

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**Handover**



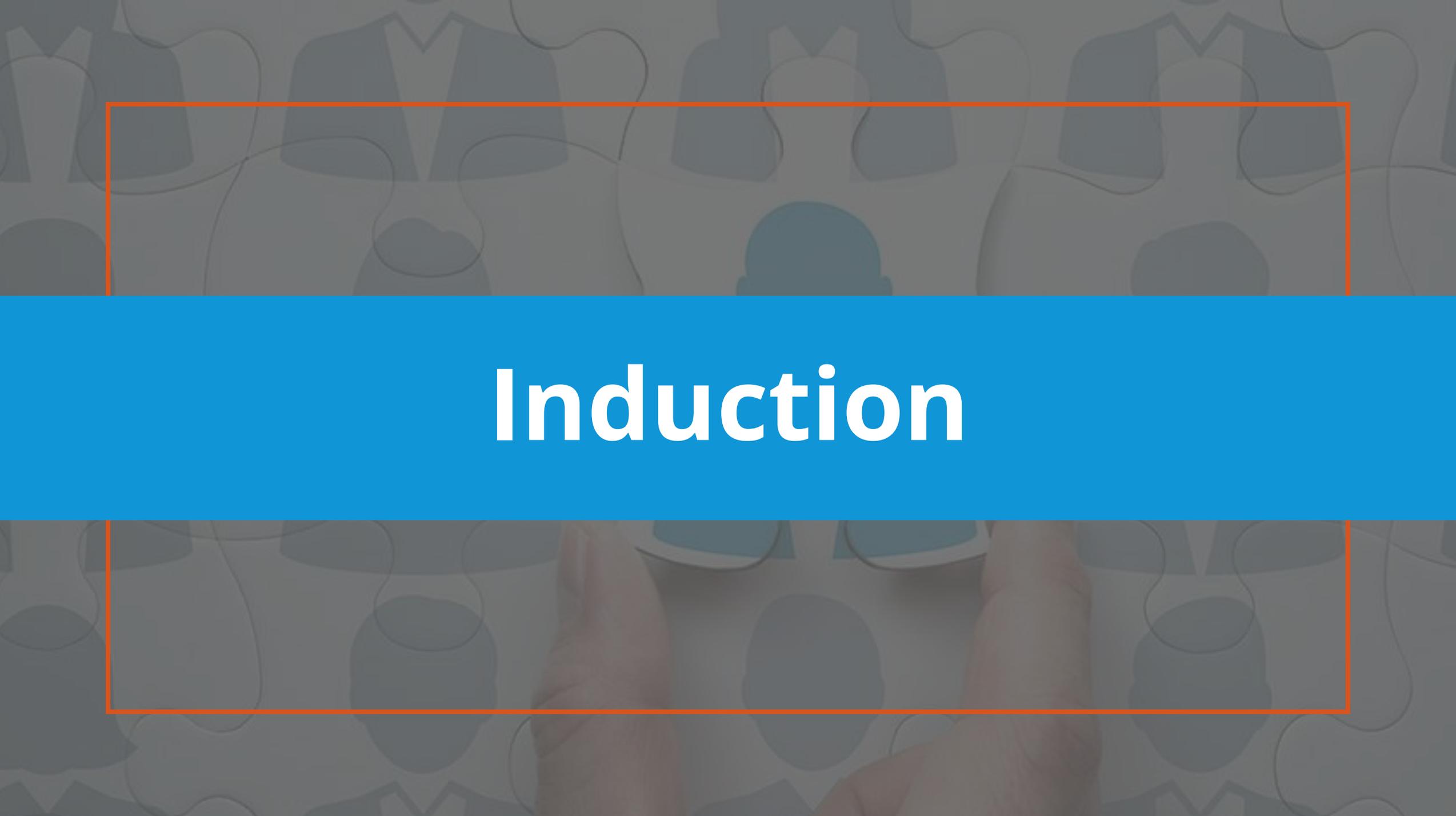
**Stay in contact**



# Handover checklist

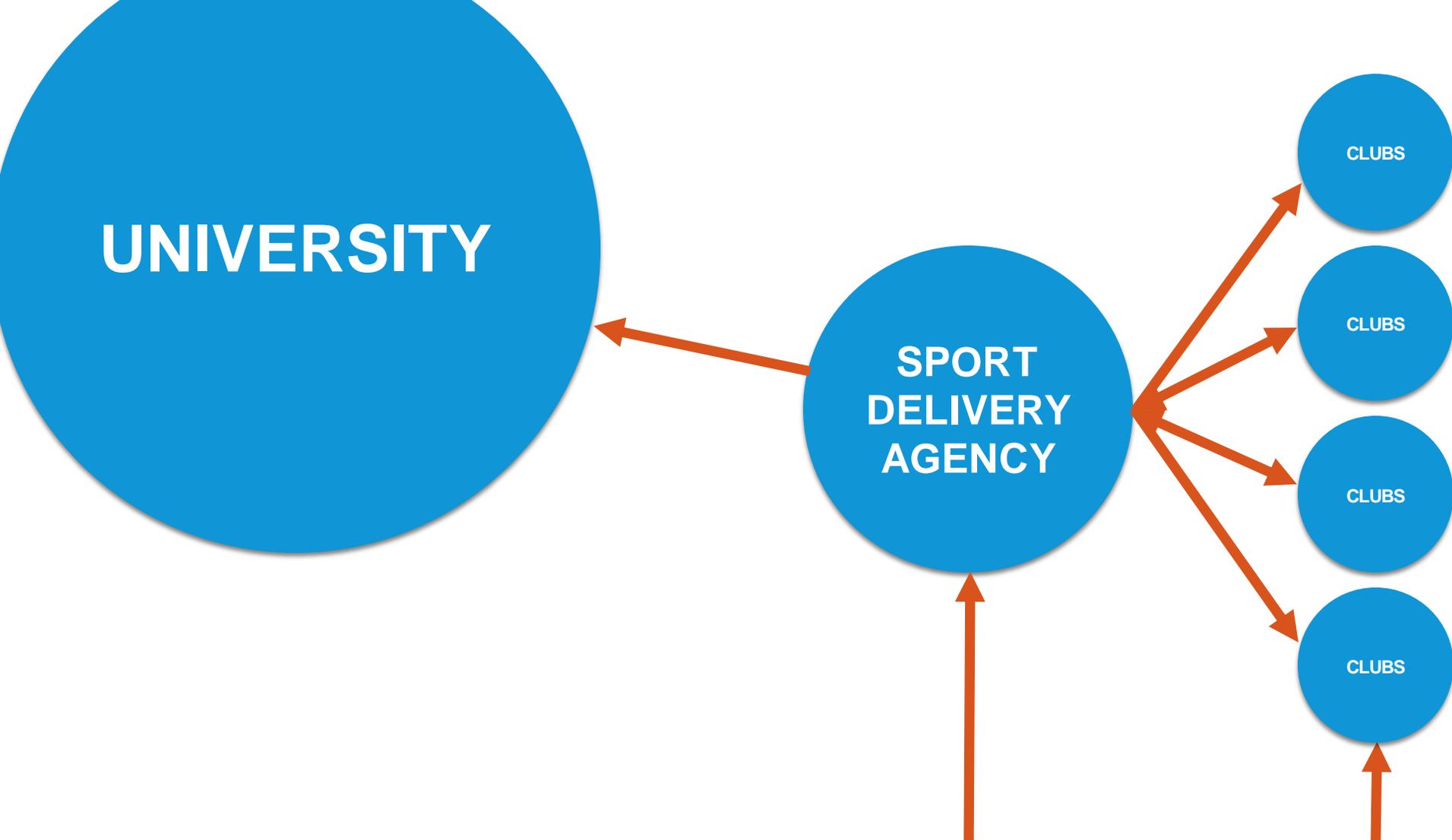
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- Constitution
- Financial records
- Bank accounts (including transferring signatories)
- Club property and inventory
- Club document templates
- Previous meeting minutes
- Member list
- Calendar of events
- Important dates (e.g. re-affiliation)
- What worked well and what should change
- Important contact details
- Login credentials or admin access and payment/renewal details for:
  - Website
  - Email
  - Social media accounts
  - Cloud file storage
  - Other subscriptions and software (e.g. Mail Chimp, Canva, payment gateways, financial software)
- Update all passwords and remove access!
- Details of external relationships (e.g. sponsors, suppliers, venues)
- Details of regular activities required under each role

The background features a repeating pattern of stylized human figures in suits, rendered in a light gray color. In the center, there is a larger, semi-transparent image of two hands holding a tablet computer. A bright blue horizontal band is positioned across the middle of the image, containing the word "Induction" in white, bold, sans-serif font. Two thin orange rectangular outlines are present: one above the blue band and one below it, both spanning the width of the page.

# Induction





**STUDENTS**



**Not-for-profit?**

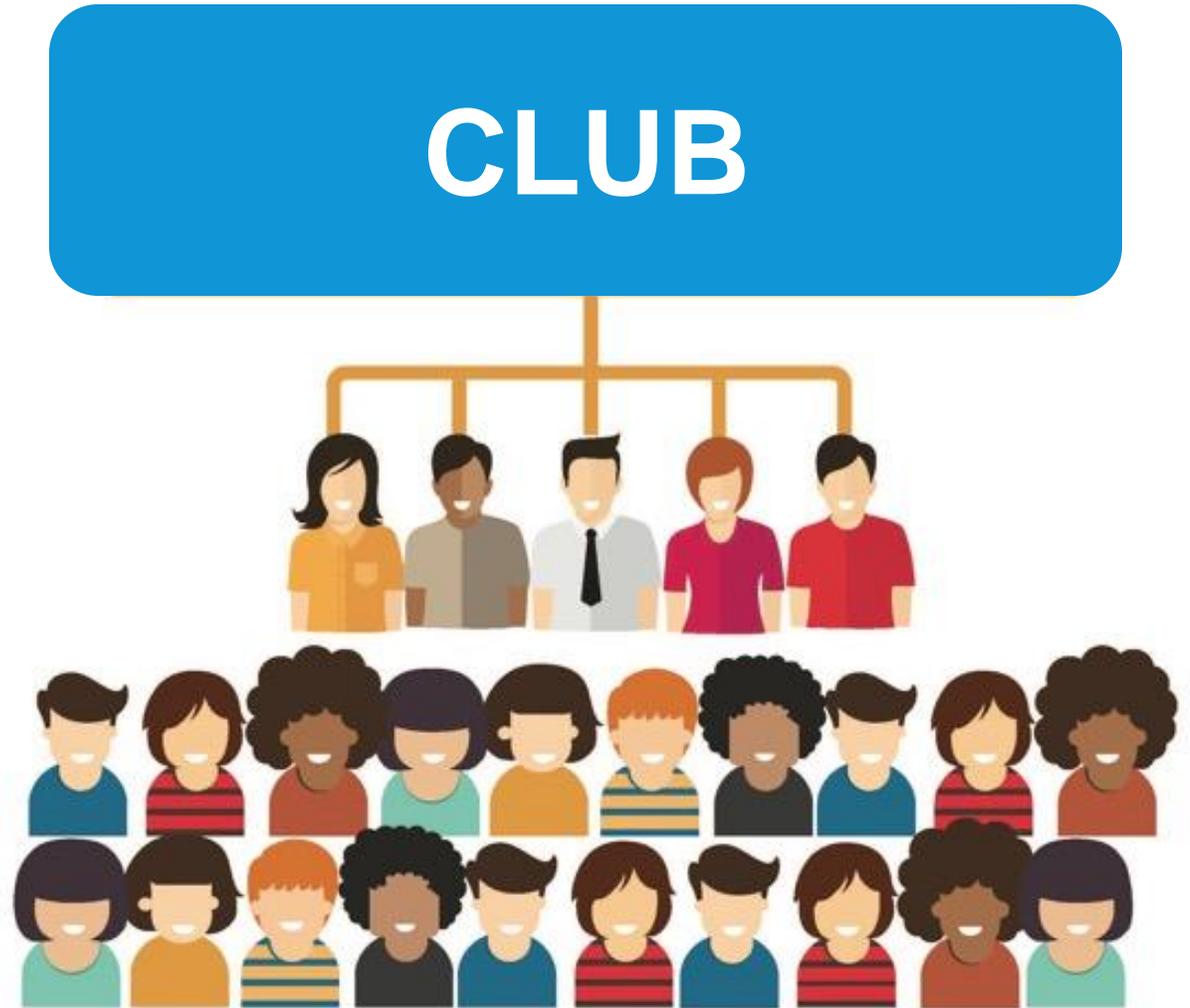


# Constitution

# Meetings

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- Committee meetings
- General meetings
- Subcommittee meetings
- Forums





# Position descriptions

# Value, not cost...

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Time or Money?



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**MAKE TECHNOLOGY  
YOUR SERVANT,  
NOT YOUR MASTER**



# *Connecting Up*



[connectingup.org](http://connectingup.org)



**Is this good risk management?**









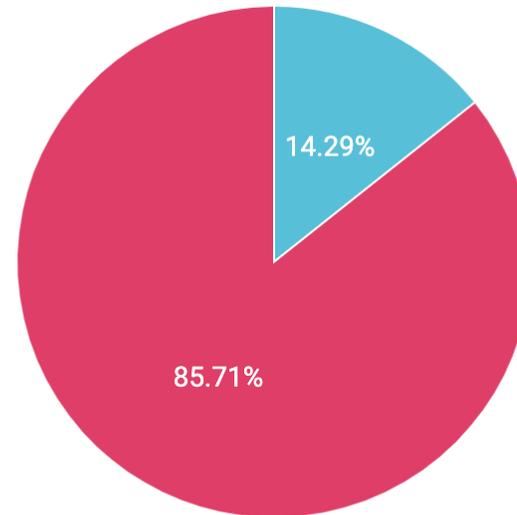






# How well do you think your clubs manage their risks?

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- I don't know/it depends
- Terribly - no one does a good job
- Some do it well, others not so well
- Most get it right, most of the time
- Almost perfectly

# Risk Appetite

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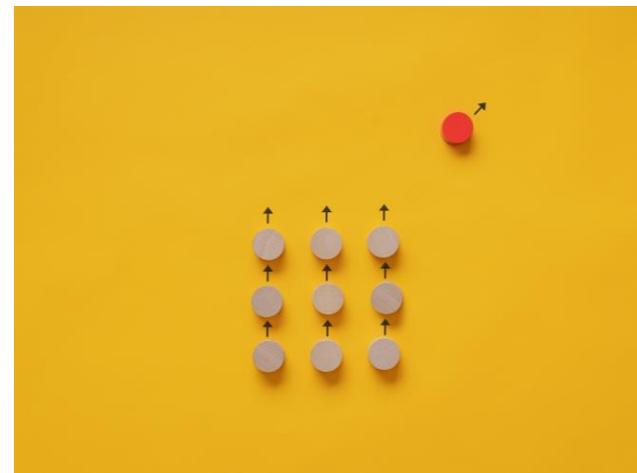
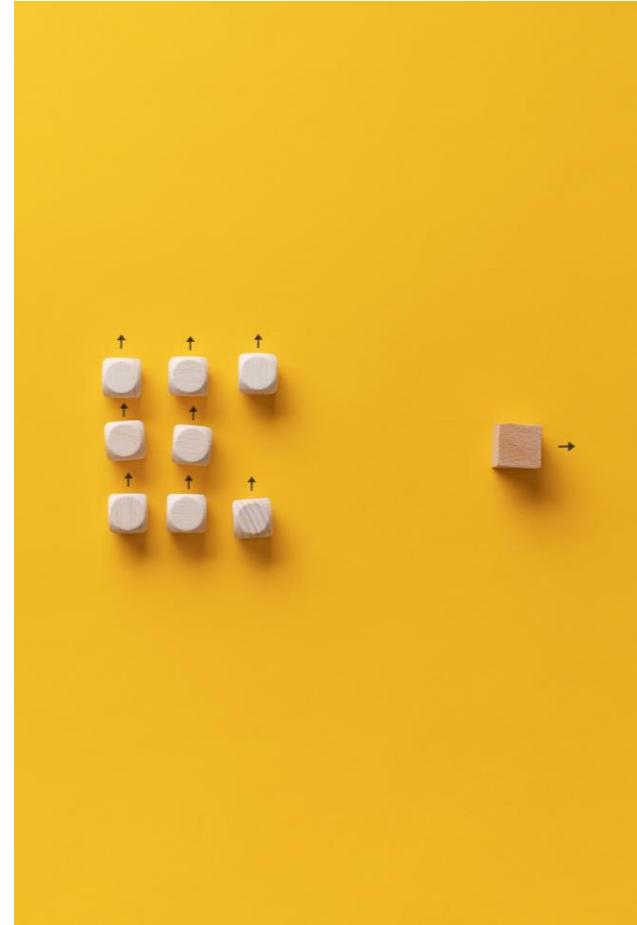
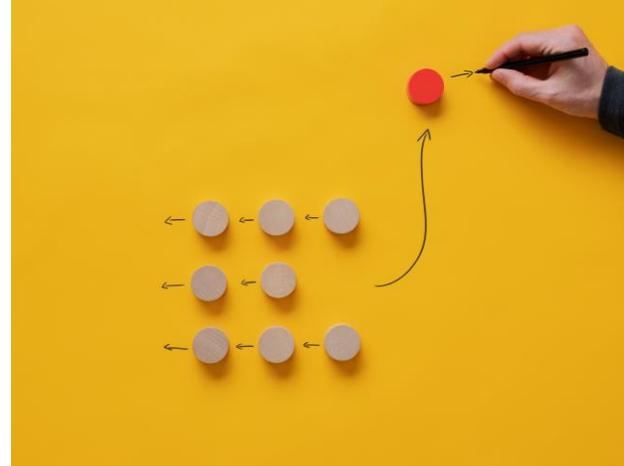
What risks do  
*we want* to  
take?



# Pause and think

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- What's *really* going on?
- How confident are you in your assessment?
- Improving your risk management:
  1. Pre-mortem
  2. What can you do?
  3. Getting to 'YES!'



**CAUTION**

**THIS SIGN HAS  
SHARP EDGES**

**DO NOT TOUCH THE EDGES OF THIS SIGN**



**ALSO, THE BRIDGE IS OUT AHEAD**



# Follow and review us!

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