



August 2023

# ClubED

## Bite-Sized Learning

CEI Monthly Newsletter



Club Education Institute

### Driving Club Success — Unleashing the Power of a Well-Planned Board Meeting Agenda

Club boards, irrespective of their composition or size, could greatly benefit from implementing a comprehensive agenda. This *Bite-Sized Learning* explores the reasons why clubs should adopt a comprehensive agenda that includes reviewing the strategy, compliance, gaming, financial performance, and any citations or regulatory matters. It also includes a downloadable copy of a template that can be adapted to suit your club needs.

#### Strategy Review

Well-defined strategy is crucial for the success of any club. Reviewing the strategy regularly helps clubs adapt to changing trends, find new opportunities, and make informed decisions to drive growth and sustainability.

#### Compliance

A comprehensive agenda should allocate time for reviewing and ensuring compliance with legal and regulatory requirements specific to the club's activities, such as licensing, permits, safety protocols, data protection, and employment laws. By proactively addressing compliance issues, clubs can minimise legal risks, avoid penalties, and maintain employee and member trust.

#### Gaming

Considering the changes in legislation and the implementation of the Gaming Code of Practice, it is critical to include gaming-related discussions on the agenda. This guarantees that the board and

An effective board meeting agenda is the compass that guides meaningful discussions, empowers decision-making and propels the club towards its vision.

management use a knowledgeable approach to gaming laws, stay updated on regulatory changes, and monitor the effectiveness of gaming operations. It also ensures proper oversight, responsible gambling practices, and the prevention of illicit activities.

#### Financial Performance

Tracking and evaluating financial performance enables clubs to make informed decisions about resource allocation, investment opportunities, and cost management. Regular assessment of financial statements, budgetary reports, revenue streams, and expense patterns enables clubs to identify strengths, weaknesses, areas of improvement, maintain financial stability and maximise profitability.

#### Citations and Regulatory Matters

By including a segment in the agenda to discuss citations and regulatory matters, clubs can address any issues promptly. This allows for the implementation of corrective actions, mitigation of risks, and adherence to regulatory requirements.



Monitoring and discussing citations also help clubs identify potential trends or recurring problems that may require systemic changes.

Overall, a comprehensive board meeting agenda promotes efficiency, collaboration, informed decision-making and accountability, ultimately leading to effective governance and the achievement of club goals.

[Download your customizable Board Minutes Template.](#)

### Available Training

- Sexual Harassment training for clubs - Self-paced Online or Face to Face training
- Crisis Communication and Media Training
- Mandatory Director Training
- Governance Refresher for Club Boards
- Strategic Planning Facilitation for small clubs

Please contact ClubsNSW L&D Manager Reyna Mendes at [rmendes@clubsnsw.com.au](mailto:rmendes@clubsnsw.com.au) for more information or visit the *Training* tab at [clubsnsw.com.au](http://clubsnsw.com.au).

## CEI TOPICS

### 1. Board Oversight

Complete your obligations under the Gaming Code of Practice

### 2. A Viable Club in 2050?

### 3. Amending the Constitution of Your Club

## UPCOMING MANDATORY DIRECTOR TRAINING

### Riverina & South Coast

30 & 31 August, 9:00am–3:00pm  
Leeton Soldiers Club

### Sydney Metro

11 & 12 September, 9:00am–3:00pm  
ClubsNSW Head Office

## UPCOMING CEI SEMINARS

### Central Coast

29 August, 8:00–10:00am  
Ettalong Diggers

### New England Tablelands & North West

5 September, 1:30–3:30pm  
West Tamworth Leagues

### Southern Metropolitan

17 October, 3:30–5:30pm  
Club Central Hurstville

### Far North Coast - South

8 November, 9:00–11:00am  
Laurieton United Services Club