



CLUB SECRETARIES GUIDE WORKING GROUP

TERMS OF REFERENCE

This short-term project aims to develop guidelines for Secretaries explaining what they need to do to access Croquet Victoria resources and to provide the information which Croquet Victoria needs from clubs.

The intention is to equip secretaries so they can do what is needed independently, without having to ask the Croquet Victoria Secretary for advice.

The outcome should be more satisfaction for club secretaries and less work for everybody.

APPOINTMENT

The Working Group will have at least three and up to five members appointed by the Committee of Management of Croquet Victoria, including at least:

- One member of Council
- One club secretary or former secretary
- One club president or former president

Council will appoint the convenor of the working group. It will elect a secretary from within its membership.

DURATION

The Working Group is asked to develop a draft document by 30 June 2023, circulate it to a selection of stakeholders for feedback, and finalise it by 31 August 2023. If more time is needed the WG should alert Council.

Its term of office expires when the document has been endorsed by Council.

CONTENTS

To be determined in consultation with

- the current and past Secretaries of Croquet Victoria
- a selection of current and past club secretaries

REPORTS

The Working Group is to provide progress reports to the Committee of Management.

Minutes of Working Group meetings are to be provided to the Secretary of Croquet Victoria within a week of the meeting.

AUTHORISATION

27 February 2023
Victorian Croquet Association Inc