

4 COMMITTEE

4.1 Responsibility

A Committee is responsible for:

- Administration
- Financial Management
- Leadership

A Branch Committee will consist of a President, a Vice-President, a Secretary and no more than ten (10) but no less than three (3) Financial Members. All Members of the Committee must be current Financial Members of the Society.

Broadly, the Committee's job is to ensure that the group:

- Does what it is set up to do
- Has enough money and does not get into debt
- Is well run



Star Tip: The Committee is a team – it should draw on the skills and talents of each Member, working with one common goal – *'To maintain the heritage and to promote the bloodlines and high performance of the Australian Stock Horse among equestrian activities and the general public.'*

4.2 What makes an Effective Committee Member?

To ensure the Branch's success, a Committee should draw on the skills and talents of each Member, whilst working towards a common goal. It is important to identify the mandatory skills and recognise gaps in skills that may require further training.

Effective Committee Members should have:

- Sufficient time to devote to the Committee
- An understanding of the role of the Committee
- Enthusiasm and dedication
- Leadership skills and willingness to accept responsibility
- Good communication skills
- Tact, judgement, discretion and listening skills

The Committee should become aware of the various skills that Members have and allocate tasks according to those skills.

4.3 Changing Committees

How your Branch structures its Committee will determine how often it changes. Whatever the reason the resultant loss of management experience can be disruptive, but think about the positive aspects of changing the Committee. New Committee Members may inject the Branch with fresh enthusiasm; increase expertise and new ideas.

Your Branch may like to operate a rolling Committee structure, which means some Members stand down after a set period to enable fresh input from new Members, for instance a Branch could use the same three (3) year cycle as the Board. In these situations, there is the potential for a lot of experience to be lost unless a Branch is careful.

It is important for outgoing Committee Members to pass on as much knowledge as possible. The new Committee can learn from past mistakes, and can gain an understanding of how past successes were achieved.

A senior official should brief the new Committee about the Branch, its history and its plans for the future. This could be backed up with a written plan.

4.4 Role of the President

The President is the principal leader and has overall responsibility for the Branch's administration. From a strategic perspective, the President should set the overall annual Committee 'agenda' (consistent with the views of Members), help the Committee prioritise its goals and then try to keep the Committee on track. At the operational level, the major function of the President is to facilitate/chair effective Committee meetings.

Throughout Committee meetings the President:

- Notes who wishes to speak, and indicates when a person may speak
- Is responsible for keeping the conversation to the subject
- Decides when discussion should be brought to an end
- Does not usually get involved in the discussion unless his/her opinion is sought
- Should summarise the issue under discussion to aid in decision-making
- Refer an item to a working group for a report at the next meeting if it is apparent that a decision cannot be made

The President should:

- Be well informed of all organisation activities
- Be aware of the future directions and plans of Members
- Have a good working knowledge of the constitution, rules and the duties of all office-bearers and subcommittees
- Manage Committee meetings
- Manage the Annual General Meeting
- Represent the Society at local and regional levels
- Be a supportive leader for all Branches' Members
- Act as a facilitator for Branch activities

4.4.1 Chairing Meetings



Star Tip: What are the Chairperson's main responsibilities?

- Getting the meeting through all the business in the time allocated
- Making sure everyone's view is heard, this can be done by checking that everyone has had their say before a decision is made, or you move on to another item
- Making sure that the decisions that have been made are clear. A tip is to summarise the main points and what has been decided at the end of discussion
- Making sure it is clear who is going to do what tasks
- Ensure the meeting is in order, this means stopping interruptions and irrelevancies, and allowing everyone to be heard

4.5 Vice-President

The Vice-President provides general support and back-up to the President and Committee. Part of the Vice-President's role is to chair the Meeting in the absence of the President and to carry out any duties delegated by the President. Some examples of where the Vice President can provide support and serve a useful purpose are:

- In charge of Membership drive
- Heading up particular Subcommittees
- Preparing reports for consideration by the Branch Committee

4.6 Secretary

The Secretary is the chief administration officer of the Branch. The person in this role is responsible for keeping people informed about the Branch's activities as it provides the coordination link between Members, the Branch's executive committee and outside agencies, eg another local Branch.

Secretaries should keep the following information in order and carry out the following tasks:

- ✓ Keep up-to-date copies of Society forms with instructions on how to use them
- ✓ Keep Head Office informed about Branch activities
- ✓ Keep files of past minutes and reports
- ✓ Prepare agendas and take minutes at Committee meetings
- ✓ Inform Members when and where the next meeting is and what it is about
- ✓ Keep a record of membership lists
- ✓ Create duty rosters
- ✓ Inform Members of competition and activity dates
- ✓ Produce and arrange printing of programmes for competition
- ✓ Keep a record of competition results

4.6.1 Secretarial Correspondence Duties

Inward Correspondence	Outward Correspondence
<ul style="list-style-type: none">▪ Regularly clearing the mail box▪ Recording mail received and to whom it is distributed within the Branch▪ Acknowledging each letter promptly▪ Always clearing the mail before the Committee meetings so that correspondence can be distributed and dealt with at the meeting.	<ul style="list-style-type: none">▪ Listing the letters to be replied to and who wrote them▪ Identifying the main points to be covered▪ Ensuring all replies to correspondence are prompt▪ Filing copies of all correspondence and replies in Branch records under the appropriate heading▪ Sending an interim reply indicating progress if a letter will need further or wider consideration▪ Listing matters which need letters to be written and to whom to write



Star Tip: File things! This is very important, as you may need to be able to find papers and reports quickly and easily. A good filing system makes an easier change-over for the next Secretary.

4.6.2 What to Send to Head Office Annually

Each year Branches are asked to forward the following documents/information as per the Licensing Agreement with the Society:

- ✓ AGM minutes (**within one month of the AGM**) – minuting any office-bearer changes
- ✓ List of Office-Bearers
- ✓ Copy of Department of Fair Trading Paperwork, or equivalent (**within one month of the AGM**)
- ✓ Financial Statement for the financial year (**within one month of the AGM**)
Note: this **does not** have to be an Audit Report
- ✓ Changes to Branch banking details for direct payments as required
- ✓ Annual Insurance papers on request
- ✓ Notification of events – at least 3 weeks prior to event for insurance purposes
- ✓ Event Risk Assessment – within 30 days prior to event for insurance purposes

Branches complying with these arrangements receive the benefit of the Society's Insurance programme. In addition, a membership discount for 5 Committee Members (who have been office-bearers for at least 12 months) and funding to the value of \$2.00 per Branch Member, plus \$100.00 to assist with the administrative costs of running your Branch.

Other financial support for events and sponsorship is paid directly to your Management Council each year; you will need to liaise with them regarding this assistance.

Refer to section 1.5 Resources Available from Head Office for full details of Branch Entitlements

4.6.3 What Should Former Secretaries Pass On?

A former Secretary should pass on:

- ✓ Branch Satchel
- ✓ Branch Handbook
- ✓ Events Handbook
- ✓ Branch Rules
- ✓ Branch Incorporation information for example Branch Constitution, Licensing Agreement, ABN details, GST registration, details of the Public Officer
- ✓ Branch Register of Members
- ✓ Temporary Member Receipt Book with instructions
- ✓ Copy of the Membership Waiver form (for Temporary Members to sign)
- ✓ All Minutes (Minutes Book)
- ✓ All correspondence
- ✓ Membership Discount Application forms for Committee Members
- ✓ Cattle Lodgement forms
- ✓ Event Notification forms
- ✓ Site Inspection Checklists
- ✓ Prince of Wales Trophy nomination forms
- ✓ The Commonwealth Bank Star of the Year Award nomination forms
- ✓ Point Scores previously used by the Branch for their Annual Awards
- ✓ Official ASHS Flag (provided by the Board in January 2006)
- ✓ ASHS Pattern Book (2005) if purchased
- ✓ ASHS Instructional videos if purchased

4.6.4 Branch Records

In order for a Branch to run efficiently, it is necessary to keep records. It is recommended that Branches retain records for 10 years, as some legislation requires that Branch records be kept for a minimum period. Some records, such as rules and certificates of incorporation should never be thrown away.

There is now a wide range of computer packages available to assist with the maintenance of records. Speak to a computer expert in your Branch or in your local area to learn more about these.

However, if you do not yet have access to a computer or the appropriate programs you may need the following:

- A Register of Members – list, cards, book or file
- A Minute Book and notebook for taking notes at meetings
- A filing system suitable for keeping Branch records
- Stationery – plain or embossed with the Branch's name, address and the Society's logo
- A book to record Branch assets and liabilities
- Membership Application forms and other standard forms
- A calendar for recording dates of meetings, activities and deadlines

4.6.5 How to Take Better Minutes

Minutes should start by showing the name of the organisation, the time, date and place of the meeting and the type (General, Extraordinary, Annual General, etc). Then should follow the President's name, a list of those present and any apologies.

[Refer to Section 4.6.6 Useful Templates for Secretaries for a Minutes Template](#)

Details of the business transacted should then follow step by step, with appropriate sub-headings. Motions and Amendments should be recorded accurately (word for word). It is not a legal requirement that the names of movers and seconders be recorded, but it is fairly common practice to show at least the mover's name. The President should assist the Secretary (and the Meeting for that matter) by asking that Motions be read out in full, and, if necessary, handed up in writing. The final item is the finishing time, and date/place of the next Meeting.

Authorisation for the expenditure of funds must be recorded, and the minute-taker must ensure that they are sufficient to show the expenditure has been authorised by a properly constituted Meeting.



Star Tip: Minutes are simply notes taken during the meeting. They need to record clearly what decisions were made at the meeting and who is going to carry them out.

4.6.6 Useful Templates for Secretaries

See following pages



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X BRANCH/MANAGEMENT COUNCIL
MINUTES OF MEETING
DATE
HELD AT

Meeting Opened: TIME

1. Present

2. Apologies

3. Previous Minutes

Moved XX seconded by XX that the Minutes of the X Branch Meeting held XX be approved as a true and accurate record of that meeting.

CARRIED

4. Matters Arising from Minutes

•

5. Correspondence - Incoming

•

6. Correspondence – Outgoing

•

7. Treasury Report

•

8. Membership Report

•

9. Publicity Report

•

10. Subcommittee Reports

•

11. Events

- Upcoming Events
- Tasks to be delegated for upcoming events

	Task	Responsibility
1	Programme and Draw	
2	Trophies and Prizes	
3	Judges	
4	Officials and Stewards	
5	Ambulance / St Johns	
6	Veterinary Surgeon	
7	Sponsorship	
8	Publicity/Promotions/Advertising	
9	Commentators	
10	Catering	
11	Entertainment	
12	Bar	
13	Equipment and Setting Up	
14	Water	
15	Toilets	
16	PA System	
17	Horse Float Ambulance	
18	Flowers (decorations)	
19	Collection of Entries and Fees	
20	Risk Management	
21	Signage (Car Park, No Entry etc)	
22	Programme Printing	
23	Gate Collectors	
24	Working Bee (grounds)	DATE

- Event Reports

12. General Business

-

All carried.

13. Time and date of the next Meeting

The next X Branch Committee Meeting will be held on DATE.

There being no further business the President closed the meeting at TIME.



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The Australian Stock Horse Society Ltd.
48 Guernsey Street, Scone.
PO Box 288, Scone,
New South Wales, 2337, Australia
Telephone 02 6545 1122
Facsimile 02 6545 2165

ABN 35 001 440 437

A/C NO:

Branch Name:

**BANKING DETAILS REQUESTED FOR
ELECTRONIC FUNDS TRANSFER**

BANK:

BRANCH:

BSB NUMBER:

ACCOUNT NUMBER:

ACCOUNT NAME:

FAX NO (FOR REMITTANCE ADVICE):

Future payments will be made into your nominated bank account.
Any queries please contact the office.



X BRANCH

President:
NAME
Tel:
Mob:
Fax:
Email:

Branch postal address
Branch T

Secretary:
NAME
Tel:
Mob:
Fax:
Email:

PROXY FORM ANNUAL GENERAL MEETING DATE

If you want to appoint a proxy, use this form and make sure that the President receives it by DATE & TIME.

Step 1 – Your Details (please print)

Family Name: _____ Given Names: _____ ASHS Membership No: _____

Postal Address (please include postcode):

Step 2 – Proxy Details

Mark one box only, as shown here

For the Annual General Meeting of NAME Branch of The Australian Stock Horse Society Limited on DATE and any adjournment of that Meeting:

a) I appoint the person I have named below as my proxy.

Note: This person must be a financial Member of the Branch and The Australian Stock Horse Society Limited.

Your Proxy's Family Name: _____ Their Initials: _____ ASHS Membership No: _____ Their Postcode: _____

b) I appoint the Chairman of the Meeting (including any adjournment of the Meeting) as my proxy to vote for me on a poll in accordance with my instructions (if any) on this Proxy Form.

Step 3 – Voting Instructions

To direct your proxy how to vote on the resolution set out in the Notice of Meeting, mark one box only for the items set out below. If you do not direct your proxy how to vote, your proxy may decide how to vote. Where a person appointed as a proxy is not given instructions as to how to vote on this proxy form by you and the proxy chooses not to vote, the Chairman cannot vote as your alternative proxy.

I authorise my proxy to vote

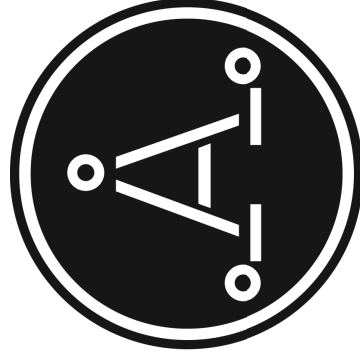
Motion 1 FOR AGAINST
Motion 2 FOR AGAINST

the resolutions contained in the Notice to Members for the Annual General Meeting on DATE.

Step 4 – Your Signature

Member's Signature _____ Date _____

Certificate of Appreciation



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This Certificate is awarded to

In appreciation of the support given to

X Branch
of the

Australian Stock Horse Society Limited

.....
President

.....
Secretary

4.7 Treasurer

The Treasurer is responsible for the financial management of the Branch by preparing the budget planning for the Branch's financial future.

The Treasurer has the day-to-day responsibility with money. It is his/her job to keep accounts and report to the Committee. Apart from small amounts (which may be left to the Treasurer's discretion) the whole Committee should agree on spending decisions. The Committee, not just the Treasurer, is responsible for ensuring that proper records are kept.

The Treasurer needs to be:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Careful handling money and cheques
- Able to work in a logical, orderly manner
- Aware of information needing to be kept for the annual audit

The Treasurer is expected to carry out the following duties:

- Prepare budgets for the forthcoming year describing all sources of income and expenditure
- Maintain a working level of petty cash
- Ensure Annual Returns are filed with the Commission for Corporate Affairs Office of your State, if required
- Undertake Income Tax Requirements for employees as required
- Ensure money received is banked promptly
- Maintain accurate records of current income and expenditure
- Manage Branch investment projects
- Prepare and present monthly accounts for payment for approval by the Committee
- Invoice Groups/Members for rentals eg building, equipment etc
- Prepare Annual Financial Accounts (which can be provided to an auditor)
- Be the signatory on Branch cheques (with at least one other person)

4.7.1 Treasurer's Report

The Treasurer's Report should provide a summary of information in the cash book so that the Committee is informed of its financial position. He or she should outline the list of accounts requiring approval for payment plus detail on how spending income is going against budgeted items. It is suggested that cash flow and financial statement documents support the Treasurer's Report.



Star Tip: The Treasurer should always be in the position at any meeting to say how much money the Branch has available. To provide the Committee with a useful picture of the Branch's financials, it is best to outline:

- Money available in bank account
- Amount received and amount spent so far in the year
- Expected bills and income over the next month or quarter

4.7.2 Report to the AGM

This should be a written report outlining:

- Total amount received, with a breakdown of receipts (ie how much the Branch received from competition entries, membership fees, grants etc)
- Total amount paid out, with a breakdown of payments (ie how much the Branch paid on stationery, catering, postage, equipment hire, etc)
- The amount of money left and where the funds are held. Therefore how much is in the bank and how much the Treasurer holds in cash or a float



Star Tip: It is a good idea to have a copy of the Annual Financial Report to circulate to Members.

4.7.3 Accounting System

The Treasurer of your Branch may like to consider the following pointers to help make his/her role easier.

1. Keep your accounting system as simple as possible. This not only makes the Auditor happy but also makes it easier for the Treasurer when he/she is asked questions at a Meeting.
2. The system revolves around the Cash Book, which can also be known as the Ledger. The minimum columns needed would be:
 - a. INCOME
 - i. Date (of receipt of money)
 - ii. Receipt Number
 - iii. From (whom it was received)
 - iv. Details (what it is for)
 - v. Amount (of the receipt)
 - vi. Bank (the total of column 5 actually banked)
 - b. EXPENDITURE
 - i. Date (of payment out)
 - ii. Cheque Number
 - iii. Payee (to whom paid)
 - iv. Details (what it was paid for)
 - v. Amount

Refer to Section 4.7.6 Account Cash Book Example

3. The books your Treasurer will need are:
 - a. Ledger
 - b. Receipt Book
 - c. Bank Deposit Book
 - d. Cheque Book
4. One of the most important things to remember is to write receipts for **all** money received and cheques for **all** money paid out. It is advised not to bank money until the Treasurer has written a receipt. If your Branch requires a cash advance, or petty cash for the Secretary, then draw a cheque and insist that the person receiving the cash keeps a detailed record of how the money was spent.
5. Setting up a Branch bank account.
6. Some people are not sure what is required when they are presenting their Treasurer's Report to a monthly (or annual) Meeting. Refer to the handy hints that are outlined under the Treasurer's Report in [Section 4.7.1](#).
7. Keep the Receipt Book, Cheque Book, Bank Statements and copies of accounts together with the Cash Book in a safe place so they are available for the Auditor when needed.
8. Your books are "closed off" at the end of each year and presented to the Auditor so that he has enough time to inspect and report back before the Annual General Meeting.
9. Be sure to have enough money in the bank to cover all costs incurred in the general working of the Branch. Don't let the Meeting be carried away by a big bank balance early in the year.



Star Tip: Some other handy hints and basic rules for dealing with money:

- Don't leave everything to the last minute.
- Keep on file supporting paperwork for any money that is received or paid out.

4.7.4 Financial Management

Budget

The budget is a plan based on accurate quotes from all contractors and suppliers. Careful investigation should be undertaken to ensure that no expenses have been overlooked and the financial aspects of the event remain on course.

A suggested process to follow when drafting a budget:

- Draft the budget based on an analysis of all available information.
- Consider any potential impacts on the budget and alternative approaches to the budget. For example lack of entries due to drought etc.
- Ensure the draft budget reflects the objectives of the Branch activities.
- Circulate the budget for discussion at a Committee meeting and make necessary amendments.
- Finalise the budget.

As the Branch activity draws closer review the budget regularly and assess performance.

Your Branch could adopt the following procedures to develop an annual Branch Budget:

1. The Branch Executive prepares a list of their anticipated expenditure for the coming year. This list could be in two parts, namely "essentials" and "luxuries if funds permit".
2. The list is then presented to Members, preferably at a General Meeting held in the month prior to the Annual General Meeting.
3. The Meeting estimates the likely income, having regard to last year's fund-raising activities and seeing which were successful and which were not.
4. Those functions that were not so good are scratched, and replaced (where possible) with alternative ideas. Any new suggestions are incorporated, and a fund-raising calendar drawn up for the year.
5. The Meeting then looks at the estimate of expenditure received from the Committee and draws up its budget. This need not be in great detail and unless a special project is being contemplated, it will serve the purpose to allocate money in groups, so much for Show, so much for Promotion etc.
6. Each item should be assessed on its merits. Deal with the 'essentials' first, and only go on to the 'luxuries' if it seems that enough money will be available. In any case the Budget should be drawn on the conservative side. It can always be amended later.
7. At the Annual General Meeting the Budget is presented for Adoption. Remember that all accounts for payment must be presented to a Meeting of the Branch for ratification.
8. The Budget should be reviewed from time to time and any necessary modifications made by the Meeting. If it looks as though income will be 'above budget', that is the time to look at some of the 'luxuries' previously dropped.

Don't forget that a Budget is only a 'working paper' of estimated income and expenditure and can be altered at any time by the normal decision-making processes of the Branch. However, you should be quite clear that no items would be passed for payment that have not previously been specified in the Budget or added later by specific decision of the Branch. No item can possibly be so urgent that it can't wait for a properly constituted Meeting for discussion.

Income Strategy

Developing an income strategy for each Branch activity could be one of the most difficult areas. Consider your Branch's activity objectives and costs of all those attending when developing a strategy for income.

Income for your Branch activity could come from the following sources:

- Competition Entry fees
- Spectator Entry tickets
- Rental for stalls and stands
- Fees from exhibitors
- Merchandise sales
- Sale of programmes
- Sale of food and beverages
- Sponsorship or grants
- Holding an auction or raffle (seek information from your local equivalent of the Department of Gaming and Licensing prior to conducting any raffles or competitions)

Cash Flow Analysis

Capital is required in the planning phase of your Branch activity as in most cases the period for capturing revenue may be very short. Cash flow issues could arise as the bulk of the revenue is generally collected close to, or during the event and the majority of expenses may occur early in the planning process. A handy hint on how to prepare and manage cash flow issues is to develop a spreadsheet of monthly expenses and projected revenue.

☆ **Star Tip:** The aim of financial management for an event is for all expenses to be recouped at the time. It is advisable to develop a budget prior to your Branch activity that anticipates all revenue and expenditure.

4.7.5 Applying for Funding or Grants

There are 10 basic details that should be considered when applying for grants

1. Ensure your Branch is eligible for the grant. Check the guidelines of the grant
2. Check to see the project/event your Branch is seeking funds for is eligible for this grant
3. Check the closing date for applications – ensure your Branch is not wasting its time
4. Take the time to read the guidelines for the grant. The organisation supplying the grant will assist your Branch when submitting the grant application
5. Note the additional material that is required to support the grant application and ensure you include it with your application.
6. Read and follow the instructions with each question. If there is a word limit for one of the questions – stick to it
7. Make sure your Branch's contact details are correctly listed in your application and that the right Branch Member can be contacted when needed. Provide an after hours number and email address as well
8. Do not leave any questions unanswered – if a response is not applicable then mark that on the application.
9. Proof read your application and then have someone else do the same
10. If in doubt or any questions arise contact the grantmaker's project officer. It is advisable to ensure they know who you are so they remember you have taken the time to ring them

4.7.6 Account Cash Book Example

See next page



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Cash Book Example

Receipts

Date	Details	Receipt No	Amount \$	Membership \$	Entry Fees \$	Sponsorship \$	Food \$	Beverages \$	Banked \$
1 July 2007	B Smith	00245	\$15.00	\$15.00					
3 July 2007	K Red	00246	\$65.00	\$15.00	\$50.00				\$65.00

Receipts are usually entered in three places, depending on the amount of detail required and the type of cash book system used. They are usually entered in the amount column (in receipt number order), under its account column and in the banked column when it is banked. At the end of each month the cash receipts columns should balance with one another (ie the amount column when totalled should tally with the total of all other columns, excluding banked, added together).

Total all receipt columns at the end of each month. Accumulated totals can be compared to budgeted items to reveal whether items are on budget, ahead or behind. When balanced the monthly closing balances can be carried forward as the opening balances for the next month.

Payments

Date	Details	Cheque No	Amount \$	Wages \$	Electricity \$	Printing \$	Telephone \$	Hiring (Equipment & Venue) \$	Event Supplies \$
4 July 2007	Telstra	00352	60.00			60.00			
10 July 2007	Local Council	00353	300.00				300.00		

When a cheque is issued, the details should be entered in the appropriate columns, usually in cheque number order. The amount column provides a running total of expenditure for the organisation. At the end of each month the cash payments columns should balance with one another (i.e. the amount column totalled should tally with the total of all other columns added together).

All payment columns should be totalled at the end of each month. Accumulated totals can be compared to budgeted figures to reveal whether expenditure items are on budget, ahead or behind. When balanced, the monthly closing balances can be carried forward as the opening balances for the next month.

4.8 Publicity/Promotions Coordinator

Roles and Responsibilities of a Publicity/Promotions Coordinator:

- Develop and implement a public relations programme.
- Ensure that the Branch receives maximum promotional exposure in all spheres.
- Submit results from each Branch event to the Society and to local media.
- Write media releases concerning upcoming events, interesting personalities or Branch events.
- Coordinate arrangements for press media coverage of Branch news releases on functions, staff changes, players and recruits.
- Assist in the publication of Branch newsletters and reports. See below for some suggestions for topics to include.
- Assist in the development of a programme for the recruitment and retention of financial supporters of the Branch.
- Act as a liaison person for media at all events.
- Be familiar with all local media personnel.
- Develop a strategy to better market and promote the Branch.
- Arrange for sponsorship of teams and or advertising of organisations through the Branch newsletter.
- Liaise with other Committee members regularly.

Also refer to Section 6 Branch Activities and Events

4.8.1 Suggested Newsletter Topics

Predominantly Branch Newsletters should be kept local and of interest to your Branch Members. Take their suggestions for topics or stories. Starting points could be:

- Local Show Results
- Upcoming Local Events
- Local Event Reviews
- Head Office news and information
- Upcoming Meeting details
- Requests for suggestions for activities
- Local news as appropriate

4.9 Volunteer Coordinator

The roles and responsibilities of the Volunteer Coordinator:

- Seek out and recruit volunteers for the Branch activities.
- Determine where the volunteers are needed.
- Provide job descriptions for all tasks.
- Plan the recruitment strategy.
- Prepare written material for posters, newsletters etc.
- Hold regular meetings with volunteers.
- Supervise volunteers or find other Members to supervise volunteers.
- Keep up-to-date records of volunteers (volunteer register).
- Keep volunteers motivated and enthusiastic.
- Ensure that each volunteer has training and help in carrying out their designated tasks.
- Make volunteers feel "special" by public and personal acknowledgments.
- Ensure that the right person is found for the particular job and that where there is a mismatch that the volunteer's feelings are considered and valued.
- Revise volunteer duties.
- Liaise with other Committee Members regularly.

Also refer to Section 5 on Volunteer Management.