

POLICIES & PROCEDURES

A simple annual check of the rules and processes your organization actually uses.

- ☐ Financial controls, spending and signing authority
- ☐ Conflict of interest
- ☐ Code of conduct
- ☐ Records retention and document storage
- ☐ Privacy and confidentiality
- ☐ Volunteer and/or staff responsibilities
- ☐ Health, safety and risk management
- ☐ Complaints, concerns and dispute process
- ☐ Technology, passwords and access to organizational accounts
- ☐ Policies specific to your programs, facilities or funder requirements

OUR NEXT PRIORITIES

EXCELLENT MINUTES + ORGANIZED STORAGE

Good records create continuity, protect decisions and make hand-offs easier.

ORGANIZATION / COMMITTEE	DATE / TIME / LOCATION	CHAIR / RECORDER

AGENDA ITEM	DECISION / KEY RECORD	ACTION / RESPONSIBLE	DUE DATE

OFFICIAL RECORDS MAP

RECORD	OFFICIAL LOCATION	WHO MAINTAINS IT?
Bylaws / policies		
Minutes		
Financial records		
Contracts / insurance		
Grant files		
Passwords / digital access		

CODE OF CONDUCT

Clear expectations protect trust and make participation more enjoyable.

Our organization expects board members, staff and volunteers to:

- ☐ Act in the best interests of the organization.
- ☐ Treat members, staff, volunteers and community partners with respect.
- ☐ Disclose conflicts of interest and follow the organization's process.
- ☐ Protect confidential information.
- ☐ Respect discussion and support decisions once they are made.
- ☐ Use organizational resources responsibly.
- ☐ Address concerns constructively and through the appropriate process.

WHAT ELSE MATTERS IN OUR CLUB?

SWOT ANALYSIS

A simple snapshot of where we are now - and where we can grow.

STRENGTHS

What are we doing well?

- _____
- _____
- _____
- _____
- _____

WEAKNESSES

What could we improve?

- _____
- _____
- _____
- _____
- _____

OPPORTUNITIES

What possibilities are in front of us?

- _____
- _____
- _____
- _____
- _____

THREATS

What challenges or risks could affect us?

- _____
- _____
- _____
- _____
- _____

OUR TOP 3 PRIORITIES

1. _____
2. _____
3. _____

VOLUNTEER JOB / ROLE DESCRIPTION

Clear roles make recruitment, delegation and succession easier.

ROLE TITLE

REPORTS / ACCOUNTABLE TO

PURPOSE OF THE ROLE

TERM / TIME COMMITMENT

KEY RESPONSIBILITIES

DECISION-MAKING AUTHORITY

SKILLS / EXPERIENCE HELPFUL

KEY ANNUAL DEADLINES

FILES / INFORMATION TO HAND OFF

ANNUAL CLUB CALENDAR

Put recurring governance, reporting, funding and program deadlines in one place.

MONTH / DATE	TASK / DEADLINE	WHO OWNS IT?	PREP / NOTES

DON'T FORGET: AGM • grant deadlines • reporting • insurance/renewals • events • board planning • financial reviews

FUNDING REQUEST MASTER SHEET

Build it once, keep it current, and stop reinventing every grant application.

Legal organization name	
Operating / public name	
Incorporation / registration information	
CRA charity number (if applicable)	
Mailing address	
Primary contact	
Mission / purpose	
Year founded	
Geographic area served	
Who you serve	
Membership / participation statistics	
Key programs / activities	
Annual operating budget	
Financial statements location	
Board list location	
Insurance information location	