**[CLUB name] organisational structure**

Illustrating your club structure allows your members to understand who does what and how everyone communicates in your club.

Each role or subcommittee you create should have either a Terms of Reference (Committee) or Role Description (individual) to describe their purpose and scope of authority to act.

It is recommended that your Club Committee is small (5-7 people\*) and manages the legal requirements of your club and drives strategy. The Subcommittee and roles you develop in your club should help your Club Committee achieve the strategic direction of your club.

Where possible the operations of your club should not be managed by the Club Committee. This doesn’t mean people on your Club Committee can’t hold operational roles, but the everyday operations of your club should happen with the individual who has been given the job to get certain things done or the sub-committee charge to get jobs done.

SO … what does my Club Committee do? Oversee that the strategy of the club is getting done by the sub-committee and role holders, ensure the club is financial and ensure it operates under the club constitution and all legal compliance is upheld.

This club structure below is just an example. The process of illustrating your club structure can be an eye-opening experience for your club. However, the best structures are created through strategic planning and then looking at how you bring a strategic plan to life!

\* Your Club Committee size may be dictated by your Club Constitution so make sure you check out what your Club Constitution says before reducing the size of your Club Committee!

This Club Structure has been created using Smart Art, you can find it under Insert > Smart Art > Hierarchy. Or you can copy the one above and change it as it suits!