

# Volunteer Club Workshop Series

## *Sport, Recreation and Community Groups*

Clubs are encouraged to bring up to 4 Committee members along, as the workshops are practical and interactive

**BONUS** - Register your club for all 6 workshops and receive FREE access to the online Club-Works Bundle

**ALL WORKSHOPS: 6:00 - 8:30PM | Includes Light Supper | Venue: Newman House**  
**RSVP: Aimee Brown - [acbrown@eastpilbara.wa.gov.au](mailto:acbrown@eastpilbara.wa.gov.au)**

### Tues 16 May

#### 1. The 7 D's of Strong Clubs

Why do some clubs thrive and some struggle? Explore the 7 defining areas to strengthen your club. Case studies will be shared, of the good and the bad and the occasional ugly in club-land. It isn't rocket science and spending time to improve in a couple of areas will help your club into the future.

### Wed 17 May

#### 2. The 3 P's of Effective Meetings

We can't operate without them, yet we groan and struggle with how to run them effectively. Kim will cover the key elements of effective meetings. Learn some practical tips and tools to improve your meetings, from her experience at sitting through way-too-many meetings. Oh, and it starts with you!

### Tue 18 July

#### 3. Club Rules & Responsibilities 101

As a not-for-profit group understand the legislation, compliance and rules which govern your organisation. What are your responsibilities and where does the 'buck start & stop? Presented in plain speak & to strengthen your committee.

### Wed 19 July

#### 4. Hunting & Gathering - Grant Writing Made Easy

Understand the pots of funding sources, and what you need to do to go 'hunting and gathering' for these pots. Kim will walk you through the simple process, to assist any size project or grant application, in helping to secure that valuable LOOT.

### Tues 10 Oct

#### 5. Club Planning - For the Future

With challenging times ahead, understanding why you should plan, how to plan and putting your ideas & thought bubbles' onto paper will help your club prepare for whatever is ahead. There is no better way to support your club, than for the committee to lead the process of developing a 'road map' for future directions, who you are, where you are going and how you might get there.

### Wed 11 Oct

#### 6. Your Greatest Asset - Your People

Your club people are your greatest asset but our traditional volunteer base may well look different into the future and we need to adapt to changing times. So, who are your current volunteers and who will be your 'next wave' of volunteers and how will you attract them? Kim will cover some simple tips and useful tools and great examples to get people engaged and supportive - so they can say YES!



Department of  
**Local Government, Sport  
and Cultural Industries**



**KIM BUTTFIELD CONSULTING - Helping sport & Community groups to better manage their business, so they can spend more time doing what they love to do.**

*Kim presented a "How to Run Your Club" Workshop for Shire of Northam sporting clubs which was a perfect fit for our clubs needs. Kim possesses a great deal of knowledge and delivered it in a very clear, friendly and engaging manner that kept everyone focused throughout the session.*

[www.kimbuttfield.com.au](http://www.kimbuttfield.com.au)

