

## EUDLO HALL & GROUNDS ASSOCIATION INC (EH&GA)

### CHECKLIST FOR NEW MANAGEMENT COMMITTEE MEMBERS

<https://www.eudlohall.org.au/general/home.html>

This ensures that every Management Committee (MC) member has the support to understand their responsibilities. The checklist sets out a plan for all new MC members:

Name: .....

Date: .....

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A new MC member is provided with copies of the (or advised where to locate it on Dropbox) following and the necessary explanation of each:

- Rules of the Eudlo Hall & Grounds Association  
([https://www.eudlohall.org.au/general/assn\\_rules.html](https://www.eudlohall.org.au/general/assn_rules.html))
- Recent Minutes & Agenda – *available on Dropbox*
- Policies & procedures - *available on Dropbox*
- Workplace Health & Safety procedures; *(being finalised)*
- Insurance & Compliance requirements; *to be emailed by Secretary*
- Contractors' information *(both paid and voluntary)*

Merryn Gregson – Eudlo Hall Booking Officer

Jenai Hooke - Cleaner

- Strategic Plan: *available on Dropbox*
  - Aims & objectives
  - Values Association operates from
  - Vision
  - Strategies for next 12 months to 5 years
- Contact list. *Provided after election of Management Committee at AGM.*

The new MC member understands:

- Some of the opportunities in taking on the role, for example could be assisting with organising and running of events; helping with cleaning, if necessary; helping with the Community Meal; coming along to working bees for maintenance both at the Hall & Wominjeka Park, etc
- Role of office bearers – brief descriptions:
  - President – to act as official representative of EH&GA, chairs meetings, responsible to membership, ensures EH&GA is managed efficiently, ensures policies and procedures implemented, responsible for professional care of contractors;

- Treasurer – reports on income & expenditure, responsible for financial planning, payments, receipts, ensures EH&GA has funds to operate, organises for annual audit to be undertaken;
  - Secretary – taking & keeping minutes of meetings, setting agendas, advising of general meeting and AGM dates, ensuring nomination forms prepared and new MC member checklists finalised, keeping register of members, keeping emails & correspondence, preparing and sending emails & correspondence;
- Regular attendance at meetings is required for effective meetings and advance notice of extended leave is encouraged.

Useful links:

Coalition of Community Boards – Sunshine Coast

<https://cocb.org.au/>

We Recover Better Together project - (Community Recovery and Resilience)

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