

GOVERNING DOCUMENTS

Foundations for
efficient
governance

Clubs Policy



TCSA Policy Book



Governs the creation,
management and funding of
student clubs

Clubs Handbook

Resource for on going
club governance

Find it on the TCSA website

Resources available to
clubs

Important things to
remember

Constitution

What needs to be included?

Name of club

Membership

Executive team

Finances/ Fees

General meetings

Elections

Quorum

Affiliations

Risk Assessments

Ratification

Club Officers/ Executive Team

- **The President**, as chief executive officer, shall be chairman of the Trent Bridge Club and shall represent the members at all official occasions;
- **The Vice-President** shall perform the duties of the President in the absence of the latter and shall be responsible for the annual membership recruiting campaign;
- **The Secretary** shall be custodian of all official Trent Bridge Club documents and shall be responsible for informing parties concerned of decisions of the Trent Bridge Club executive, of which the Secretary shall record the minutes of meetings;
- **The Treasurer** shall be in charge of the collection of all membership fees and shall be responsible for keeping records of all monies spent as authorized by the Trent Bridge Club.
- **The Events Coordinator** will be responsible for planning all events and submitting risk assessments for events and meetings.

Budget

What do you need to include

- Income
- Expenses
- Running balance
- Plan your budget lines, one line per event minimum
- Use excel! Its way easier I promise, and we have a template
- Notes section

Budget example – What not to do

Event	Budget	Actual Cost
Club Meeting	200	185
Valentines Day event	100	150
Exam Destress	300	450
Fall Event	500	400
Total	1100	1185

SAMPLE BUDGET

TCSA Club Operating Budget 2014 - 2015

Starting Amount: \$325.00

Date	Events Description	Projected Expenses	Actual Expenses	Projected Revenue	Actual Revenue	Balance
2013-2014	Starting Amount (from 2013-2014)			\$350	\$350	\$350
Sept. 10, 2014	Clubs and Groups Day	\$40.00	\$36.75			\$313.25
Sept. 21, 2014	Club T-Shirts (20 shirts)	\$200.00	\$206.00	\$150	\$150	\$257.25
Oct. 2014	Movie Night (refreshments, publicity)	\$50.00	\$52.00	\$0.00	\$0.00	\$205.25
Nov. 2014	Pub Crawl (Tshirts, publicity)	\$300.00	\$262.50	\$350	\$360.00	\$302.75
Dec. 2014	Christmas Potluck	\$70.00	\$67.00		\$0.00	\$235.75
	College Funding Fall (50x4)			\$200.00	\$200.00	\$435.75
	TCSA Funding Fall			\$150.00	\$150.00	\$585.75
FALL TOTALS:		\$660.00	\$624.25	\$1,200	\$1,210	\$588
Jan. 2014	Frosh Week	\$40.00				\$545.75
Feb. 2014	Bake Sale	\$50.00		\$200		\$695.75
Feb. 2014	Debate (speaker, refreshments)	\$80.00				\$615.75
	TCSA Funding Winter			\$250		\$865.75
	College Funding Winter (X4)			\$100		\$965.75
Mar. 2014	End of the Year Formal	\$1,700		\$1,000		\$265.75
Mar. 2014	Spring Elections	\$70				\$195.75
WINTER TOTAL:		\$1,940.00		1550		\$195.75
TOTAL		\$2,600.00		\$2,750		\$125.75

NOTES:

Formal: Formal expenses include catering, location booking, raffle items, tickets, posters, and decorations. Revenue will be made by selling tickets for 15 each.

All funds requested from the TCSA will be directed to carrying out events listed above.