

**2 0 2 X/202X**

ANNUAL REPORT

**ENTER CLUB NAME HERE**

*INSERT CLUB LOGO HERE*

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1. **CLUB INFORMATION**
   1. **Club History**

*Enter club history information here. Information can include:*

* *When was the Club formed?*
* *Key historical moments or changes to the Club*
* *Listing of Life members*
  1. **Club Mission & Values**

*Include information from club’s strategic plan.*

* 1. **Office Bearers & Club Committee**

*List your Office Bearers and Committee Members, their position and length of tenure.*

* 1. **Club Sponsors**

*Sponsorship lists should include the sponsors contact information and logo.*

*It is recommended to be arranged in order of the size of their contribution to the club.*

1. **pRESIDENT’S REPORT**
   1. **Overview of the Year**

* *Include information on successes, achievements, and challenges of the year.*
* *Briefly describe club missions and goals and progress made towards them during the year.* 
  1. **Club Membership**

Club membership is made up of the following categories:

The following table provides membership information in each of the membership categories.

|  |  |
| --- | --- |
| **MEMBERSHIP PROFILE 202X** | |
| **MEMBERSHIP CATEGORY** | **MEMBERSHIP NUMBERS** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\*Add any additional membership information that the club feels is necessary e.g. increase in diversity, new membership groups, growth percentages, membership demographics*

* 1. **Governance**

*Include information like:*

* *Constitution amendments*
* *Policy updates, changes etc*
* *Changes to board/committees*
* *Committee meeting success*
  1. **Club Activities**

*Include information like:*

* *Activities of interest held and attended by clubs*
* *Annual dinners and presentations*
* *Interesting information about specific members*
* *Tournaments hosted or attended*
  1. **Marketing and Promotion**

*Include information like:*

* *Marketing campaigns actions and results*
* *Social media activity and results*
* *Initiatives/activities hosted to attract new members*
* *Relationship activities with local schools, unis, clubs, community groups*
  1. **Sponsorship, Grants and Fundraising**

*Include information like:*

* *Successful grant applications and acquittals*
* *New sponsors and thanking existing sponsors.*
* *Fundraising initiatives and successes*
  1. **In the Future**

*Include information like:*

* *Initiatives/Plans or club goals for the next 12 months*
* *Any challenges the club may face in the next 12 months*
  1. **Acknowledgements**

*Formally thank sponsors, committee members, outgoing committee members, volunteers, families, and any other supports of the club for their contribution during the year.*

1. **Treasurer’s Report** 
   1. **Summary of Financials from Treasurer**

*Include information on:*

* *Financial successes, achievements, and challenges of the year.*
* *Highlight overall financial health of the club and goals for next year.*
  1. **Financial Statements**

*\*\* Please use* [*NSW Fair tradaing website*](https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association/financial-reporting-requirements) *to understand the club’s financial reporting requirements \*\**

* 1. **Auditor’s Declaration and Report**

*Retain the original copy of the signed report.*

1. **Additional Reports**

*Create new title for each additional report. Reports could include:*

* *Club captain’s report*
* *Head Coach report*
* *Secretary Report*
* *Club committee member reports*

1. **APPENDICES (optional)**

* *Annual Calendar*
* *Membership List*
* *Media Clippings*
* *Previous AGM meeting minutes*