

Decision-Making – Timely and Effective

Committee Members have been charged to represent the Club and its members including making decisions on their behalf. In doing so, members of the Committee should remember their *'fiduciary'* responsibility i.e. the trusteeship they carry on behalf of members and stakeholders. Decisions must focus on club interests and not the interests of individuals and discussion should include all Committee Member input. Where the decision is split between Committee Members, your Constitution will define who is able to cast the deciding vote – usually the President.

Tip: When developing an Agenda it's worth highlighting which items are *'For Decision'* and those *'For Noting'*. As soon as you have a quorum you can start making the decisions first.

Decision-making Process

Given that some Club Committees meet monthly, decision-making methods need to be on hand. These will depend on the nature, significance and the timing of the decision.

Urgent Decisions

Sometimes decisions are required more quickly than meeting schedules allow. In this case the Committee may choose to adopt:

- Out of session decision processes via email, series of telephone discussions. The President or Secretary makes contact with each Committee Member who is given a deadline to respond. *No response is usually indicative of agreement but it should be spelt out if this is the case.* Responses are managed by the President or Secretary and the final decision made by the President based on member responses. For good accounting, the decision and individual responses should be recorded.
- A delegation approach where a smaller group of members or a sub-committee is charged with the ability to make a decision with some provisions set by the whole Committee. *'We agree in principle as long as there is ... in place'*

For More Significant or Less Urgent

When decisions aren't required urgently or are significant in their impact, a thorough process of information gathering is needed. The following represents a 2 meeting cycle, however, if insufficient information is available, this may need to be extended or include out of session methods in conjunction.

Initial Committee Meeting	Before Next Meeting	Next Committee Meeting
Issue raised for consideration Initial Discussion Decision needs more thought Parameters set for a good decision e .g. what information is required and who will seek it out	Any or all of these: Sub-committee actions Committee members seek to find out more themselves Members views are sought Expert and/or external opinions sought	Discussion related to new information Decision made Actions for implementation developed