

Example of an Action Plan

The plan of action formally identifies and prioritises the club's aims. The Plan should be used to establish the timeframes, employee or volunteer costs for each aim. This plan may be used as a business plan when applying for some funding grants. Example of an Action Plan:

Target / Aim	Action How will it be achieved?	Timescale When will it be achieved?	Led by Who is responsible?	Impact Money, time, people, facilities
Job descriptions for all 'Committee Members'	<ul style="list-style-type: none"> • Use the templates provided in Club Resource Kit as a guideline to write individual job descriptions • Discuss the job description with each individual to ensure that they are happy to carry out the tasks identified 	Sept 2002	Secretary & Chairman	Agenda items on Committee Meetings until completion