

Raglan Club Inc Strategic Plan 2018 – 2019

Goal 1 – Ensure the financial security of the Club for future generations.

Objectives	Strategies	Responsibilities	Timelines	Performance Indicators	Completed
For 2018: Increase transparency for financial management of the club	Use Business Online banking system for all transactions, including access for Finance sub-committee	Manager, Finance sub-committee, Executive committee	To complete new structure by 1 March 2018	Business online is used	20 March 2018
To widen the financial responsibility to a group of people (Finance Sub-Committee) to create an Annual Budget and Cash Flow forecast.	Executive committee decides the structure and responsibility of a financial sub-committee	Executive committee	Finance sub-committee established by mid February 2018;	Finance sub-committee established by mid February 2018;	Completed
To incorporate the Capital Plan and Programmed Maintenance Plan into the Cash Flow forecast, in order to ensure that planned expenditure is achievable within the timeframe recommended by the property sub-committee	Create an Annual Budget and Cash Flow forecast	Financial sub-committee	By 31 August 2018	Written evidence of budget and cashflow forecast	
To prioritise sufficient cash flow in all financial planning.	Draw up a Budget each financial year, and report on a month by month basis against budget. Examine and explain all significant variances.	Manager and Finance sub-committee	Ongoing	Written evidence of a budget and minutes of meetings	

	Set variance thresholds and review their effectiveness in twelve months	Manager and Finance sub-committee	Ongoing	Yearly review	
	Financial report for the preceding month to be presented to Finance Subcommittee on a timely basis, to allow for review of variances prior to the Executive meeting	Manager and Finance sub-committee	Ongoing	Written evidence included in their planning docs (e.g. capital plan)	
Increasing the financial profitability	Review of opening hours of the club	Manager, Staff, Executive committee	Review completed by 31 March 2018	Review meeting, completion of the review (document)	Completed
Through marketing and promotion increase the use of the club's premises & memberships	Exploring innovations for marketing to potential members and the community	Manager, Staff, Executive committee	Ongoing	Comprehensive list of a wide range of ideas (including feasibility)	

Goal 2 – Create a Community Asset that Raglan residents support and members choose to socialise at

Objectives	Strategies	Responsibilities	Timelines	Performance Indicators	Completed
For 2018: To create a Property sub-committee to establish a programmed maintenance plan (asset management)	Nominated members of the Executive committee and possibly other nominees create a programmed maintenance plan	Executive committee, (programmed management plan includes the involvement of the club manager)	Forming of sub-committee before 1 March 2018,.	Property sub-committee formed, regular meetings held, programmed maintenance plan presented to executive committee	Completed
			Creating a programmed maintenance plan by 1 September 2018		
Prioritise the improvement of Club assets through the use of a Capital Plan	Collect ideas and devise a working plan for improvements to the club's property and infrastructure	Property sub-committee and manager	Second half of 2018	Capital plan document presented to the Executive committee	
To provide a pleasant and inviting atmosphere for members and guests	Staff training in customer service	Manager	Ongoing	Positive feedback from members	

Goal 3 –Be a responsible provider of employment for the community

Objectives	Strategies	Responsibilities	Timelines	Performance Indicators	Compl.
Support local businesses and people.	Look local first!	Manager, Executive committee	Ongoing	Hiring local where possible	
				Support in principle the Raglan Chamber of Commerce 'Buy local' initiative where practicable	
Build a supportive Club community	Conduct Team building initiatives for members	Manager, Executive committee	Ongoing	Fewer member complaints than the previous year	

Goal 4 –Provide a safe place to people to socialise, volunteer and work

Objectives	Strategies	Responsibilities	Timelines	Performance Indicators	Compl
To fully comply with the requirements of the Health & Safety at Work act (May 2017)	To establish a H&S sub-committee to investigate the impact of the new legislation on the daily running of our club.	Manager, Executive committee	H&S sub-committee established by 1 March 2018	New H&S committee formed	completed
				Reports presented at monthly meetings	Ongoing
				Hazards register updated and process for review established	Ongoing
				Near misses reporting process established.	
To provide professional development for Staff and Executive	Take Human Resource guidance and evaluation	Manager	Ongoing	No employee disputes registered	
	Conduct executive evaluation giving deference to Governance NZ Guidelines	Executive Committee	Ongoing	Professional and stable governance	