



Frankston Athletic Club

Post A.G.M. Policy

The Frankston Athletic Club must complete many activities in the cross over period between the summer and winter season post the A.G.M. and election of new committee. The aim of this policy is to outline activities that must be undertaken at this time and to provide a register of such activities.

Post A.G.M. Activities

The Frankston Athletic Club will endeavour to complete the following post A.G.M. Activities:

	Activity	Responsibility	Complete
	New committee induction		
	Complete equipment audit		
	Email equipment audit to club email address		
	Check hammer cage for damage		
	Check clubrooms for damage		
	Check gym for damage		
	Review current key holders for need		
	Update committee details		
	Update bank signatories (if required)		
	Review and update job descriptions as required		
	Review and update club policies as required		
	Ensure insurance is current		