SOROPTIMIST INTERNATIONAL OF CARDIFF & DISTRICT CLUB DEVELOPMENT PLAN 2015 - 2018

**Vision Statement**

Soroptimist International is committed to a world where women and girls together achieve their individual and collective potential, realise aspirations, and have an equal voice in creating strong, peaceful communities worldwide.

**What** We Do

SI Cardiff & District is part of a global network of more than 3,000 Soroptimist Clubs worldwide. SI Cardiff & District is active at international and national levels, in partnership both with other Soroptimist clubs and other organisations, and locally, through service and fund-raising projects, to improve the lives of women and girls.

**Overall aims:**

Programme Action

the heart of SI Cardiff

and

its

activities

**Membership**

To consolidate existing

membership,

to

ensure member satisfaction, and

promote

engagement within

the Club

**Communication**

To develop e

ffective

communication

between

members, and with the media,

regarding the Club’s activities and

achievements

**Planning and Development**

To encourage

all

members

to

play their part in the

successful management and

development of the Club

**SI Cardiff & District Club Development Plan 2015-2018**

|  |  |  |  |
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| **Objective/What**  | **Action/How** | **Responsibilities/Who**  | **Completion date/When**  |
| Membership   |
| **Numbers** To consolidate existing membership  |  Monitor member retention and take action on the findings where necessary with further recruitment when required  |  Membership Co-ordinator, Admin Group & all Club members |  Ongoing with annual review during January & February each year ready for presentation at the AGM  |
| **Satisfaction** To ensure member satisfaction  |  1. Address member concerns and observations
2. Provide opportunities for regular club review and annual reflection

 1. Address any issues from a) & b) above in an open and constructive manner
 |  President, Membership Co-ordinator, & CMG Ditto President, CMG, Management Groups and all Club Members  |  Ongoing with annual review during January & February each YearOn going : : :  |
| **Engagement** To promote active member engagement with the Club and the wider Soroptimist organisation  |  1. Continue to monitor member engagement and address issues

 1. Continue to monitor the mentoring system
2. Ensure new members are made welcome, and made aware of the wider aspects of Soroptimism

 1. Encourage members, particularly new members, where possible, to attend Regional meetings and SIGBI conferences aiming for each new member to attend at least one Regional meeting in her first year and one SIGBI conference in her first 3 years

    |  President, CMG, Membership Co-ordinator All members  Membership Co-ordinator President, CMG President, Membership Co-ordinator, All members Membership Co-ordinator |  Ongoing with annual review during January & February each year On going On going  |

|  |  |
| --- | --- |
| **Communication**   |  |
| **Internal** To ensure efficient and effective communication  |   |  1. Ensure that information about Club activities is notified and reported to members at meetings and through minutes, SINEWS, e-mail, social media and the Club website

 1. Encourage members to use the Club’s website and relevant social media

 1. Monitor the effective running of the ‘e-mail buddy’ system

  |   Communication and Admin Groups and all members  Communication and Admin Groups Communication Group    |  Ongoing with annual review during January each year   Ongoing Ongoing |
| **External** To ensure efficient and effective communication  |   | 1. Ensure the reporting of Club activities and achievements to SI/Region/SIGBI websites, and UKPAC via Regional PAO, PAM, as appropriate

 1. Ensure website is up-to-date and provides an effective public source of information regarding SI Cardiff and Soroptimist activities

 1. Explore and develop links with social and local media to increase publicity for Club activities and achievements

 1. Publicise Club activities and achievements in Soroptimist News and the local media.

 1. Explore & develop Friendship Links and seek common Programme Action projects
2. Ensure at least 2 annual visits from a Regional Buddy to a Club meeting or event

 1. Ensure former members are informed of Club activities, as appropriate

   | Communication Group   Website manager  Communication Group   Communication Group    Friendship Link Co-ordinator in discussion with  Programme Action Co-ordinator  Communication Group Communication Group | Ongoing with an annual review of procedures during January/ February each year   Ongoing   On going  Review as necessary   Ongoing with annual review during January & February each year  |

|  |
| --- |
| **Planning & Development**   |
| **Club Management** To ensure the effective day- to-day management of the Club  |  1. Each member to work in one of the Club’s management groups – Finance, Admin, Communication Events (F.A.C.E.)
2. Co-ordinate and monitor the work of the F.A.C.E. groups
3. Ensure all members are active participants in their group

 1. Encourage members who are willing and able to take on various responsibilities within the Club

 1. Create a succession plan for the Club and keep it under review
2. Provide an opportunity for the Club to review its performance annually by holding an event for reflection
3. Update and revise the Club’s Development Plan on a 3 year rolling basis

    |  All members    President and CMG leaders President and CMG leadersPresident and CMG leadersPresident and CMG President and CMGPresident, CMG and all Members |   Ongoing with  review every 3 months Ongoing Ongoing  OngoingOn going November Annually January to March in readiness for April AGM  |
| **Financial Management** To ensure the efficient, and transparent management of the Club’s accounting system |  1. Maintain up-to-date accounts, by monitoring expenditure and income against budget.

 1. Provide financial reports to members as necessary and ensure that proper accounting records, including statements of accounts and balance sheets, are kept and open to inspection.

 1. Prepare an annual draft budget

   1. Prepare annual end-of-year accounts, and arrange external examination
2. Collect and process members’ subscriptions
3. Submit annual returns to SIGBI
 |  Club Treasurer and Finance Group Club Treasurer and Finance Group Club Treasurer, Finance Group, in consultation with the Core Management Group Club Treasurer  Finance Group  Finance Group  |  Ongoing with annual review and presentation of accounts at April AGM   Annually in time for agreement at Club Meeting in February  Annually, as soon after 31/03 as possible By end of March By end of May |
| **Programme Action**   |   |   |   |
|  To ensure PA is at the heart of Club meetings and activities  |  a) Focus Club PA on a manageable number of quality projects, ensuring that wherever possible they are directed towards the needs of women and girls  b) Devise and implement a system for ensuring all projects are well planned, structured and monitored, with measurable outcomes  1. Ensure regular completion of Focus forms for SIGBI

  1. Support the President’s programme

  1. Support and implement current projects within the Soroptimist organisation

     |  President, PA Coordinator, CMG, all Members  PA Co-ordinator   PA Co-ordinator  All Members   All Members under the guidance of PA Co-ordinator       |  Ongoing with annual review at year end in readiness for the new Club year Ongoing   Ongoing  On goingOngoing with annual review at year end in readiness for the new Club year   |

# REVIEW

In the light of the re-structuring of the management of the Club, it is recommended that this Development Plan is reviewed in September 2015 by the CMG in consultation with all members.