**ANNUAL ACTION PLAN TEMPLATE**

An annual action plan formally identifies and prioritises your club’s aims. The plan is a great tool for ensuring transparency and accountability within club actions. The plan helps to ensure the club is progressing towards achieving short, medium and long-term goals.

An annual action plan may include the following:

* Source – Details from a strategic plan, business plan or actions which are rolled over annually
* Key Operational Areas
* Priorities
* Actions
* Success Measures
* Responsible Person/s
* Timelines
* Resources

**EXAMPLE**

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| Key Operational Area: Governance and Administration | | | | | |
| Priority | **Action** | **Success Measure** | **Who** | **When** | **Resources** |
| *Adopt position descriptions for all committee positions* | * *Use the templates provided by Sports Central as a guideline to write individual position descriptions* * *Develop position description in conjunction with current volunteers to ensure that they are satisfied with the tasks identified* | *Position descriptions created and endorsed by committee* | *Secretary and President* | *Complete Jan 2022* | *N/A* |
| *Appoint a Volunteer Coordinator* | * *Develop Volunteer Coordinator position description* * *Advertise, recruit and appoint volunteer(s) for the position* | *Volunteer Coordinator appointed* | *President and Vice-President* | *Complete Jan 2022* | *N/A* |
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