

5.

VOLUNTEER HANDOVER & DIGITAL RECORD KEEPING



Club Digital Record Keeping Checklist

Review the club's digital document storage.

What digital tools does the club have in place?

getting started

HOW TO USE THIS GUIDE

While completing the modules this activity guide will prompt you to consolidate the knowledge you have learned and identify ways in which these strategies can be put into action at your club.

Upon completion of the module and this activity guide you will have tangible foundations and direction that can be implemented at your club.

Club Digital Record Keeping Checklist

Review the clubs digital document storage, which of the following digital tools does the club have in place?

- ☐ Active club email address, which a current committee member monitors (*generally Secretary*)
- ☐ Active president email address, which the current president has access to and monitors
- ☐ Active treasurer email address, which the current treasurer has access to and monitors
- ☐ A digital storage platform for internal club documentation (*Eg: Google drive, Dropbox, Microsoft Teams*)
- ☐ Who currently has access to this digital storage platform?
- ☐ A club website
 - > Who is responsible for updating and managing the website?
 - > Are the following website features up to date?:
 - Contact details of club officials,
 - Public facing club documents (eg constitution, by-laws, policies and procedures),
 - Club Volunteer Chart
 - Volunteer role descriptions
 - Merchandise sales
 - Calendar of events
- ☐ Club social media accounts that are actively monitored.
 - > Who is responsible for these accounts?

