**Asset Mapping**

List the things your group HAS – equipment, resources, etc. This can help determine what you have, if you have enough and what you may need more of. Also, do you know the skills and passions of existing members?

Handouts, emails or better still – conversations can draw these out.

1. What do they do for a job?
2. What are they passionate about?
3. Do you know what they can do or bring to your group?

**Blank Model Rules**

Consumer Affairs Victoria is responsible for incorporated Associations

<https://www.consumer.vic.gov.au/clubs-and-fundraising>

Here’s the link to the Model Rules

<https://www.consumer.vic.gov.au/search-results?s=Model+Rules>

Many groups don’t need to be a registered fundraiser, but just in case…..read

<https://www.consumer.vic.gov.au/clubs-and-fundraising/fundraisers>

**Skills Audit**

Here’s a table that can be modified

|  |  |  |
| --- | --- | --- |
| **Job/ Skill needed** | **Numbers needed** | **Roles that need the skill** |
| Strategic Thinking  (over the horizon thinking) | 2 | President, Vice President |
| Leadership | 3? | President, Secretary, Treasurer |
| Communicators | 2 or 3 | Newsletters  Facebook  Instagram |
| Handy/ trade skills | 1 or 2? | Council Liaison, Working Bee leader, |
| Project management  (planning and/or doing skills) | 4 or 5 (to share the load of events) | Raffle Organiser  Luncheon Planner  Reunion leader  Open Days |
| Friendly/Welcoming personality | Lots | Recruiters  Welcome party |
| Cooks, bottle washers | 4 or 5 | Fundraising BBQs  Cake stalls  Club gatherings – better with food |
|  |  |  |