

Tennis Club Committee Decision Tree. Committee Agenda or Working group?

START - There is an issue, task, or idea to deal with



1. Does this require formal authority of the Committee or Members

Examples:

- AGM or SGM according to Constitution
- Committee or subcommittee
- Setting Strategy and Annual Plans
- Finance, Legal, insurance, or compliance matter
- Coach appointment or contract
- Major sponsorship or agreements and contracts
- Capital expenditure or unbudgeted spend
- Disputation of significant matters

YES → Committee Meeting

NO → Go to Question 2

2. Does this involve significant financial, legal, or reputational risk?

Examples:

- Spending outside the approved budget
- Facility upgrades
- Employment or contractor decisions
- Safety or child-protection concerns

YES → Committee Meeting

NO → Go to Question 3

3. Is this about setting direction rather than doing the work?

Examples:

- Membership growth goals
- Strategic priorities
- Inclusion or participation outcomes
- Long-term facility planning

YES → Committee Meeting

NO → Go to Question 4

4. Is this mainly operational or detail-heavy work?

Examples:

- Event logistics
- Match schedules
- Maintenance coordination
- Social media posts
- Programme delivery details

YES → Go to Question 5

NO → Go to Question 6

5. Can a working group (sub-committee) or individual reasonably manage this?

Examples:

- Events sub-committee
- Facilities lead
- Coaching coordinator
- Marketing or membership lead

YES → Working group/ Delegate

NO → Committee decides who will manage it

6. Does the committee only need to:

- Receive an update?
- Remove barriers?
- Approve a recommendation?

YES → Brief Committee Update Only (Do not debate the detail)

NO → Committee Discussion Required

FINAL OUTCOMES

Committee Meeting Used for:

- Governance
- Strategy
- Finance oversight
- Risk
- Key club-wide decisions

Working group / Delegate. Used for:

- Delivery
- Planning
- Coordination
- Execution
- Detail work

Committee Update (For Noting) Used for:

- Progress reports
- Completed tasks
- Recommendation endorsements

President's Golden Rule. If it can be done without the whole committee's authority, delegate it. Strong committees decide, working groups/delegates deliver.