5 Tips on Information Management for Your Club

1. **Well planned meetings:**
   Ensure a meeting agenda template exists for your club and the agenda is sent to committee members in a timely manner before the meeting time and date. Any reports to the committee should be attached to the agenda.

2. **Good minute taking:**
   A minute's template for a committee meeting should include item/owners of the item/discussion/ actions or decisions agreed. Have meeting minutes processed and sent out within 1 week.

3. **Get it out of people's heads**:
   Get information out of committee members heads, and get club knowledge recorded in an operations manual. (Sport Waitakere can help with this.)

4. **Centralise information:**
   Have one person in the club responsible for filing all information in one place rather than bits of club information scattered amongst members. Always have the centralised information backed up on a memory stick, portable hard drive or in a cloud based system and in more than one place.

5. **Drop box:**   Implement a drop box information system that allows all club documents to be centralised and committee members can have access to the club Dropbox to review files. This can be all files or just some files.   What is drop box?
   - Dropbox: It's a cloud based (which means data is stored on a server somewhere on the Internet) document storage system. Dropbox has software to seamlessly integrate into any computer.
   - Essentially you deal with your documents the same way you normally would, but any saved to the special Dropbox folder will be saved on an external server (the cloud), and will be replicated to all computers registered with that Dropbox account.
   - You can also access these documents using a web browser, and have them synchronized to your iPhone or Android phone, iPad and Blackberry.
   - Visit http://www.dropbox.com/ to gain an overview of what Dropbox is, and how it may be of benefit to your club and committee or board.