



SAMPLE ACTION PLAN

The plan of action formally identifies and prioritises the club's aims. The plan should be used to establish the timeframes, employee or volunteer costs for each aim. This plan may be used as a business plan when applying for some funding grants.

Example of an action plan:

<i>Target/Aim</i>	<i>Action How will it be achieved?</i>	<i>Time When will it be achieved?</i>	<i>Led by Who is responsible?</i>	<i>Impact Money, time, people, facilities</i>
Updated job descriptions for all committee members	Use templates as a guide to update job descriptions	For next AGM	President and secretary	Agenda item at meetings until completed

