

INFORMED DECISION MAKING GUIDE.



The purpose of Executive Committee meetings is to make decisions, not just to have discussions. Making well-informed decisions efficiently allows you to move quickly from 'decision' to 'action', leading to great outcomes for your members.

What decisions may be required?

Major club decisions should be made by the Executive Committee, with the majority of executive members agreeing to the decision. Major decisions could include:

- The type of events or activities the club will organise
- What needs to be purchased and how much money will be spent

For example, the Executive Committee may make the decision to hold an event and they agree to spend a determined amount on decorations, and delegate the task of organising the decorations to the Secretary. Once the club has submitted the event and budget request and received approval, the Secretary can then go out to purchase the decorations without requiring another Executive Committee decision.

When determining the best way to make a decision consider the nature, importance and urgency of the required decision.

Note that if you can't schedule everyone to meet for an Executive Committee meeting or a general meeting, under the template constitution, the President can temporarily exercise the full executive power of the club. However, any decisions made by the President in this way must then be ratified (i.e. approved after the fact) at the club's next general meeting.

Step

1. PREPARE

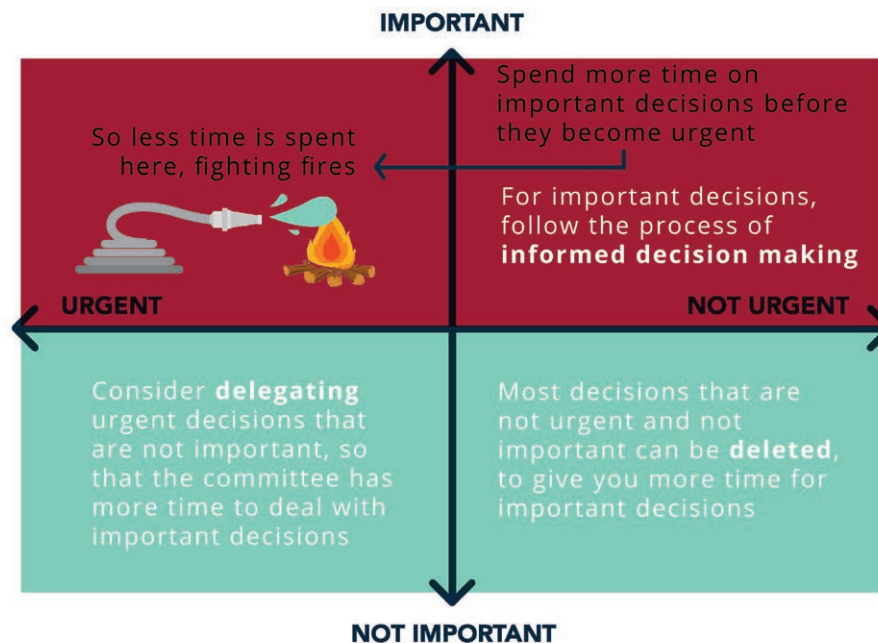
If the decision will have a significant impact or benefit to the club, a thorough process of information gathering is needed before the Executive Committee makes the decision.

If a task is urgent and important it's often critical to act quickly. Rather than waiting for a scheduled meeting you can share information and make decisions by email. To help achieve a quick decision, ensure everyone on the Executive Committee is aware of the urgency.

Your club email account and group page in [WESTERNLife](#) are the best place to store your communication.

What's important?

By concentrating on important tasks before they become urgent, you can reduce the amount of time you spend 'fighting fires'. 'Fire fighting' is all you can do when you have to make important and urgent decisions quickly.



Step

2. SET PARAMETERS

If the decision is important, follow the process of informed decision making by setting parameters for a good decision, including:

- What information is required?
- Who will conduct the research?

IT'S ALL ABOUT THE CLUB

Remember to focus on club interests and not the interests of individuals. Your decisions should link to the club's aims in your constitution.

Step

3. GATHER INFORMATION

When the Executive Committee needs to make an important decision, it should be included on the agenda for the next meeting. Before the meeting, gather all of the relevant information.

Information gathering can consist of:

- Seeking out members' views (e.g. through a survey, interviews or polls)
- Conducting online research
- Gathering expert and/or external opinions

The decision that the Executive Committee intends to make should be clear and unambiguous on the agenda, allowing executive members to prepare for the decision.

Step 4. CONSIDER THE CONSEQUENCES

Every decision has consequences, some good and some bad. Before making an important decision, consider the consequences either way.

The Best and Worst Matrix is a helpful tool when considering the consequences of your decisions.

THE DANGER OF DELAY

Not making a decision is a decision in itself. Deciding to delay an important decision can have unintended consequences, like delaying the benefits that the club could enjoy by making the right decision in a timely manner.

	DO	DON'T
BEST	What's the best that could happen if we DO ?	What's the best that could happen if we DON'T ?
	What's the worst that could happen if we DO ?	What's the worst that could happen if we DON'T ?
		WORST

Step 5. MAKE THE DECISION

A FAIR DECISION

Support input from all Executive Committee members and follow proper meeting procedures when debating and voting, to ensure a fair decision.

At the scheduled meeting, consider the information gathered and confidently make the decision.

Create actions for implementation and get to work!

Begin the process again from Step 2 if more information is required before an informed decision can be made.

Step 6. REVIEW

Once you've implemented your decision, monitor the impact of the consequences on your club.

- Did you predict the consequences accurately?
- Was everyone on board when you implemented the decision?
- Did the decision lead to the benefits you expected?

A CHANCE TO LEARN

Making a decision that later turns out to be wrong is better than not making the decision at all. This is a chance to learn what not to do next time and it informs your future decision making.