Curtin Japanese Club Secretary Report

Members:

This year, we had a total of 154 members this year, a less than last year's numbers of 232. Member report linked below:

Membership Report

Organisation:

Due to the change in members of all of the executive committee of the Club, it affected our ability to organise and partake in as many events as initially planned at the beginning of the year. This year was a learning experience for the executive committee and taught us how we should organise and delegate tasks evenly to avoid miscommunications and mistakes.

Meetings:

We conducted few meetings (4-5) this year both official and unofficial, mostly online as this was the most accessible form. Most members were able to attend (around 80%).

Executive committee also had unofficial meetings discussing tasks that need to be delegated and future goals for the club.

Primary topics discussed in these meetings included:

- Discussion of how weekly events will be run (what activities and who will run them etc.)
- Organising details of 'Crazy Rich & Tipsy' event
- Setting expectations for committee and how each member can contribute to club tasks.

Example of committee meeting minutes listed below:

Meeting Minutes

Committee:

We had committee members both join and leave this year, and are currently on 15 committee members, with 4 of them as executives. The positions include executive committee (President, Vice President, Treasurer, Secretary), Social Media (Creating and posting content on club's Facebook and Instagram), Language Exchange (organising and running activities for Monday weekly event), Hangouts (organising and running

activities for Wednesday weekly event), Events (Overseeing planning for larger scale events) and Sponsorships (reaching out to businesses for partnerships).

Future of the Club:

To raise productivity of future committee members, it is important for the executive committee to evenly distribute tasks and make use of schedules and calendars to successfully meet deadlines. We can aim to complete preparations for weekly events a week or more beforehand and increase communications between executive and general committee especially when organising larger club events.