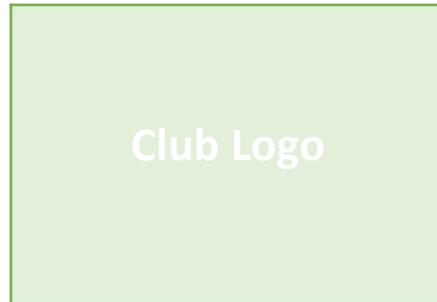


SAMPLE COMMITTEE MEMBER INDUCTION PACKAGE



WELCOME to Committee

Induction Package Documents:

- ✓ Contact details for all committee members
- ✓ Committee Charter
- ✓ Committee Code of Conduct
- ✓ Committee Calendar
- ✓ Club constitution - Copy
- ✓ Club By-laws
- ✓ Club Adopted Policies and/or Procedures
- ✓ Strategic Plan & any current Business Plan
- ✓ Annual Report
- ✓ Current Financial Year Budget
- ✓ Committee Minutes (last two meetings)
- ✓ Organizational Chart
- ✓ Role descriptions for your position and other committee positions

Date:

Sample Induction Checklist for New Committee Members

The intention of the checklist is to ensure that new people coming onto the Committee feel supported and are given the information they need to perform their role. If possible, it is also valuable for incoming committee members to meet up with their outgoing equivalents to see how particular tasks have been undertaken in the past.

Of Note:




- ❖ It is the Secretary’s responsibility to ensure that the induction items have been completed.
- ❖ The induction should be undertaken as soon as possible and convenient




Make Sure:

Task	Complete
The incoming Committee member(s) has been contacted with details of the next meeting	
The incoming Committee member(s) has been provided with an induction pack including past minutes and the next agenda.	
The incoming Committee member has been introduced to the other COM members	
The incoming Committee member has met with the Treasurer for an overview of financials and the budget	
Contact details and a photo of the incoming Committee Member(s) have been taken and placed on the notice board / website to introduce to members	
The incoming Committee member has a role description and this has been discussed	

[Club Name] Committee Contact Details

Executive

 Upload a Photo	 Upload a Photo	 Upload a Photo
Chairperson	President	Hon. Secretary
Tel:	Tel:	Tel:
Email:	Email:	Email:
Mobile:	Mobile:	Mobile:

 Upload a Photo	 Upload a Photo	 Upload a Photo
Treasurer	Course Convenor	Captain
Tel:	Tel:	Tel:
Email:	Email:	Email:
Mobile:	Mobile:	Mobile:

Key Club Contacts

Grounds and Maintenance
Bar Manager
Volunteer Coordinator
Junior Coordinator

Apparel Manager
Canteen Manager
Sponsorship Coordinator
Section Coordinators

Make sure to indicate the preferred method of contact

Committee Charter Ideas

Role and Responsibility

Committees can easily be drawn into conflict if their authority and purpose is not clear, and so it is necessary to define the authority and purpose of each Committee. This works well when it is defined as a Charter. It is recommended that a Committee's charter is reviewed each year, tabled and agreed on at the AGM.

For example, any or all of the following responsibility statements could be included in a Committee Charter for a Sporting Club:

- Plan for the future
- Undertake succession planning for our Committee and other key Club personnel
- Proactively manage our relationship with key funding sources and sponsors
- Balance and develop the skills within our Committee
- Provide leadership for all those in our Club
- Ensure the fair and efficient conduct of competitions or selection trials
- Promote and develop the highest standard of sport possible
- Create an environment which gives all members the opportunity to develop to the best of their ability
- Submit annual reports, quarterly financial statements and recommend changes in by-laws and rules to a higher governing body for approval
- Conduct the business of the Club through Sub-Committees and appointed officers as required on such terms and conditions as it believes appropriate.
- Seek and manage appropriate sponsorship for the Club
- Be active in the development of players, officials and administrators by setting and maintaining quality standards
- Set budgets and be diligent and accountable for the funds
- Understand the issues, priorities and needs of our parents, players, volunteers and administrators
- Make decisions about what we most need to know, and then employ the best resources to get the knowledge we need.
- From time to time in accordance with the Constitution, make decisions for the conduct of its own proceedings, the control of its funds and property, and efficient management of its administration.
- Subject to the relevant Certified Agreements, the Committee may appoint staff as it decides is necessary to maintain efficient operation of the Committee.
- Select, support and manage the performance of employees, including providing adequate resources for them to efficiently carry out all necessary duties.

Transparency and Responsibilities to Members

Often Committees will adopt statements of their responsibilities which provide accountability to members.

Example:

We understand that we are a member based Club and that we need to work transparently in enacting our responsibilities. To this end as a Committee we will:

- Seek input and feedback from our members on what we are doing and how we are doing it, and publish this feedback on our website
- Develop and publish both a strategic plan and a business plan, and openly report on both
- Publish a summary of our minutes and our Committee meeting schedule on our website
- Agree, publish and use both a Committee Charter and a Code of Conduct

In addition:

Committee Charters can also spell out some of the more practical expectations and support for the Committee Members including items such as:

- Details of any insurance cover provided to Committee Members
- The delegations that have been established with respect to representing the Club through the media (who can do this?), expenditure and how much can be withdrawn from Club funds without Committee approval and by whom, and other ways that individual members may be asked to represent the Committee as a whole
- Meeting attendance expectations

