

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:**

1. The incoming Committee member(s) has been contacted with details of the next meeting.
2. The incoming Committee member(s) has been provided with an induction pack including past minutes and the next agenda.
3. The incoming Committee member has been introduced to other COM members.
4. The incoming Committee member has met with the Treasurer for an overview of the financials and the budget.
5. 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.
6. The incoming Committee member has a role description and this has been discussed.

[Name \_\_\_\_\_ Club]

[Address 1]

[Address 2] or letterhead

[Date]

[ Name ]

[ Address 1 ]

[ Address 2 ]

Dear

Congratulations on your recent appointment to your position as [Insert Position] for [Insert \_\_\_\_\_ Club]. Our committee is made up of people with diverse skills and we look forward to your contribution and thank you for your time.

Our Committee meets [Details] at [Location] and it is expected that members will attend or issue an early apology to [Name]. Secretary to ensure we have a quorum for decision-making.

The primary role of the committee is to provide leadership and direction to the club, to ensure that the club's financial assets are well managed and that any risk to the club, its members or its reputation and mitigated. Our members trust that each committee member will act in good faith, always in the interest of the club.

Part of your appointment is a proper induction to ensure that you feel comfortable in your role and have the information you require to fulfil it. Please find attached a package of information to provide you with the necessary background and information.

- ❖ Contact details for all committee members
- ❖ Committee Charter
- ❖ Committee Code of Conduct
- ❖ Club constitution
- ❖ 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

Please let me know if there is anything else that you feel you need to adequately fulfil your duties as [Insert Position]. I will catch up with you for a personal chat in a few weeks, but in the interim I trust you enjoy your time on the committee.

Yours Sincerely

[Name]

President [ Club]

[Club Name] Committee Contact Details

Executive



**President**  
**Tel:**  
**Email:**  
**Mobile:**



**Vice President**  
**Tel:**  
**Email:**  
**Mobile:**



**Treasurer**  
**Tel:**  
**Email;**  
**Mobile:**



**Secretary**  
**Tel:**  
**Email:**  
**Mobile:**



**Junior President**  
**Tel:**  
**Email:**  
**Mobile:**



Key Club Contacts

**Junior Coordinator**  
**Volunteer Coordinator**  
**Bar Manager**  
**Apparel Manager**

**Section Coordinators**  
**Sponsorship Coordinator**  
**Canteen Manager**  
**Grounds and Maintenance**

- Indicates 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 \_\_\_\_\_ Club:

Committee Members must all act with integrity, honesty, transparency, and accountability whilst maintaining their fiduciary responsibilities. The Committee's role is to:

- 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.

One example is:

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

## **Sample Committee Member Codes of Conduct**

This document should be reviewed on a regular basis prior to an AGM and should take into account the members' expectations also.

### **Purpose**

The purpose of this document is to set out the standards of behaviour expected of Committee Members. In agreeing to be part of the Committee, each member must also agree to adhere to these codes at all times.

### **Sample Codes**

Committee Members must:

- Be diligent in their role
- Attend Committee meetings or forward their apology prior to the meeting
- Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Always consider the welfare of the Club's members above ob field success
- Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good \_\_\_\_\_ behaviour
- Refrain from smoking and excessive use of alcohol at the Club
- Adhere to the policies and procedures established by the Club
- Adhere to the legislative requirements of the Club
- Respect the equipment and resources of the Club and only use these in Club related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the Club operations and Committee functions
- Always represent the Club in a professional manner
- Not speak to the media about any aspect of the Club that could damage the Club or its reputation.

I agree to adhere to the Codes of Conduct as established by the ..... Committee and members.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_



# Committee Calendar [Year]

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Key

[ ] Committee Meetings

[ ] Start of Season

[ ]

[ ] AGM

[ ] End of Season

[ ]

## **Additional Documents**

- ✓ Copy of your Constitution
- ✓ Copy of your By Laws
- ✓ Copies of main policies and procedure documents
- ✓ Role Description – if not produced [www.clubhelp.org.au/resource-quick-find](http://www.clubhelp.org.au/resource-quick-find) use these samples
- ✓ Annual Report
- ✓ Strategic Plan
- ✓ Last 2 Meeting Minutes
- ✓ Operating Budget
- ✓ Organisational Chart