

**Club Committee Induction Pack**

Committee Management

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Component** | **Date Received** | **Initialled** |
| Role Description and Responsibilities |  |  |
| Committee Structure Chart |  |  |
| Committee Contact List |  |  |
| Committee Code of Conduct |  |  |
| Club Constitution |  |  |
| Club By-Laws |  |  |
| Club Policy and Procedures |  |  |
| Committee Meeting Calendar |  |  |
| Club Plan |  |  |
| Annual Report |  |  |
| Committee Minutes from previous meetings |  |  |

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**Induction Checklist**

The induction checklist will ensure that new members to the committee will feel supported and given the necessary information needed to perform their role. Where possible it would also be valuable for the new committee member to shadow the soon to be departing committee member who currently occupies the role to see first how the tasks that will be undertaken and meet any current points of contact.

There will be a number of people involved in the induction process but the responsibility of ensuring the induction is fully completed and signed off comes to the secretary of the club. The induction should commence upon starting the role and may take 1-3 months to complete.

**Make Sure:**

|  |  |
| --- | --- |
| Task | Status |
| 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 other committee members |  |
| The incoming committee member has met with the Treasurer for an overview of the 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 |  |

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[Swimming Club Name]

[Address ]

[Date]

[ Name ]

[ Address ]

Dear [ Name ]

Congratulations on your recent appointment to your position as [Insert Position] for [Insert Swimming Club]. Our committee is made up of people with diverse skills and we look forward to your adding your skill set 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 an 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.

* Role Description and Responsibilities
* Committee Structure Chart
* Committee Contact List
* Committee Code of Conduct
* Club Constitution
* Club By-Laws
* Club Policies and Procedures
* Committee Meeting Calendar
* Club Plan
* Annual Report
* Committee Meeting Minutes

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 [Swimming Club]

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**Additional Documents Checklist**

|  |  |
| --- | --- |
| Committee Contact Details |  |
| Codes of Conduct  |  |
| Role Description |  |
| Copy of Club By-Laws |  |
| Copies of main policies and procedure document |  |
| Copy of Club Constitution |  |
| Annual Report |  |
| Strategic Plan |  |
| Last 2 Committee Meeting Minutes |  |
| Operating Budget |  |
| Organisational Chart |  |
| Committee Charter |  |
| Yearly calendar  |  |