# New Committee Induction Package

## Use this resource to build an Induction Pack

This resource will help you to prepare an Induction Pack for new Committee Members to welcome them to their new role and give them all the information they need to do a good job.

It provides a template for your club to add to including a sample Code of Conduct and what to put in a Committee Charter.

Instructions on how to use this for your club are in blue.

This resource includes:

* Covering Letter
* Induction Pack title page
* Induction Checklist for New Committee Members
* Committee Contact Details
* Committee Charter
* Committee Code of Conduct
* Committee calendar
* List of club documents to include-
  + Club Constitution
  + Strategic Plan & Business Plan
  + Current Financial Year Budget
  + Annual Report / Financial Statements
  + Committee Minutes (last two meetings)
  + Your Role Description
  + Organisational Chart (optional)

Induction Pack covering letter

INSTRUCTIONS: Complete for new Committee Member

[Name of Race Club]

[Address 1]

[Address 2] or letterhead

[Date]

[ Name ]

[ Address 1 ]

[ Address 2 ]

Dear

Congratulations on your appointment as [Insert Position] for [Insert Race Club]. Our Committee has people with diverse skills and experience, 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 the Club 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, are mitigated. Our members trust that each Committee Member will act in good faith and always in the best interests of the club.

This Induction Pack will ensure you have the all the information you need to fulfil the role and feel comfortable as a Committee Member. The Induction Pack will provide you with the necessary background and information including;

* Contact details for all Committee Members
* Committee Charter
* Committee Code of Conduct
* Club constitution
* Strategic Plan & any current Business Plan
* Annual Report / Financial Statements
* Current Financial Year Budget
* Committee Minutes (last two meetings)
* Role descriptions for your position and other committee positions

Please let me know if you need anything further to fulfil your duties as [Insert Position]. I will be in touch shortly, but in the interim I trust you will enjoy your time on the Committee.

Yours sincerely

[Name]

President [Race Club]

**Club Logo**

Welcome to

(Name of Race Club)

Committee

Induction Pack

* Induction Checklist
* Contact details for Committee Members
* Committee Charter
* Committee Member Code of Conduct
* Committee Calendar
* Club Constitution
* Strategic Plan & Business Plan
* Current Financial Year Budget
* Annual Report / Financial Statements
* Committee Minutes (last two meetings)
* Your role description

Date

Induction Checklist for New Committee Members

* Your race club induction should be undertaken as soon as possible.
* This document will help give you the information you need to perform your role.
* It will be valuable for you to meet with the outgoing committee member to learn how the tasks related to your new position were undertaken.
* The Club Secretary is responsible to ensure these induction items have been completed.

**Club Secretary is required to ensure:**

1. Incoming Committee members have been contacted with details of the next meeting [ ]
2. Incoming Committee members have been provided with an induction pack including past minutes and the next agenda. [ ]
3. Incoming Committee members have been introduced to other COM members. [ ]
4. Incoming Committee members have met the Treasurer for an overview of financial statements and budget [ ]
5. Contact details and a photo of incoming Committee Members have been placed on the notice board / website to introduce them to club members [ ]
6. Incoming Committee members have a role description and this has been   
   discussed with the Club Secretary [ ].

[Club Name] Committee Contact Details

**INSTRUCTIONS: Complete with all Committee Members**

Executive



**President Vice President Treasurer**

**Tel: Tel: Tel:**

**Email: Email: Email:**

**Mobile: Mobile: Mobile:**



**Secretary Other Other**

**Tel: Tel: Tel:**

**Email: Email: Email:**

**Mobile: Mobile: Mobile:**

**Key Club Contacts**

|  |  |  |
| --- | --- | --- |
| Junior Coordinator | (name) | (contact) |
| Section Coordinators |  |  |
| Volunteer Coordinator |  |  |
| Sponsorship Coordinator |  |  |
| Bar Manager |  |  |
| Canteen Manager |  |  |
| Apparel Manager |  |  |
| Grounds and Maintenance |  |  |

Committee Charter

**INSTRUCTIONS: How to establish a Committee Charter**

A Committee’s authority and purpose needs to be clear to avoid conflict and this is done by establishing a Committee Charter.   It is recommended a Committee Charter is reviewed each year, then tabled and agreed on at the Annual General Meeting (AGM).  
  
To establish a Committee Charter, any or all, of the following responsibility statements could be included:

**Roles and Responsibilities of the Committee**

Committee Members must act with integrity, honesty, transparency and accountability while maintaining their responsibility for the club’s finances. The Committee’s role is to:

* Plan for the future
* Undertake succession planning for the Committee and other key club personnel
* Proactively manage relationships with key funding sources and sponsors
* Balance and develop skills within the Committee
* Provide leadership for all club members
* Ensure the fair and efficient conduct of competitions or selection trials
* Promote and develop the highest standard of racing 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 appropriate.
* Seek and manage appropriate sponsorship for the club
* Be active in the development of participants, 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 participants, volunteers and spectators
* Make decisions about what the Committee needs to know, and then employ the best resources to obtain that knowledge
* From time to time in accordance with the Club’s Constitution, the Committee is to 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 the 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**

This Committee understands that we are a member-based club and that we need to be transparent when enacting our responsibilities.  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, publish and report on a strategic plan and a business plan
* Publish the Committee meeting schedule and a summary of our Minutes on our website
* Agree, publish and use both a Committee Charter and a Code of Conduct

**Additional items for a Committee Charter**

Committee Charters can also list more practical expectations and support for the Committee Members including:

* Insurance cover provided to Committee Members
* Delegations as to which Committee Members can approve expenditure, and to what amount, without full Committee approval
* Delegation for nominated club representatives to speak to media
* Other ways that individual members may be asked to represent the Committee as a whole
* Meeting attendance expectations

Committee Member Code of Conduct

**INSTRUCTIONS: How to establish a Code of Conduct**

A Code of Conduct should be reviewed regularly prior to an AGM and should take into account the expectations of the members of the race club. This is an example Code of Conduct.

The Committee Code of Conduct will be reviewed on a regular basis prior to the AGM.

Please sign and date this page and return it to the Club Secretary.

**Code of Conduct**

The purpose of this Code of Conduct is to set out the standards of behaviour expected of Committee Members. By agreeing to be part of the Committee, each Member must always adhere to this Code.

Committee Members must:

* Attend Committee meetings where possible or forward their apology prior to the meeting
* Actively engage in discussion, debate and vote in meetings; contribute in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict
* Use your best efforts to work with other Committee Members in a manner that is in the best interests of the club
* Always look for opportunities for improved performance of the club operations and Committee functions
* Undertake succession planning for the Committee and other key club personnel
* Adhere to the policies and procedures established by the club
* Adhere to the legislative requirements of the club
* Be honest
* Attend to the fiduciary responsibilities and make decisions based on what is best for the club, and not for individual interest or gain
* Declare any Conflicts of Interest as they arise, and act to ensure that these conflicts do not pose a risk to the organisation
* Respect the equipment and resources of the club and only use these in club related business
* Be open to feedback from club members and respond appropriately
* Not receive gifts that result in personal financial benefit
* Treat anyone associated with the club with respect, including members, volunteers, partners, external stakeholders, and other Committee Members
* Always represent the club in a professional manner
* Only speak to the media on behalf of the club if you have been delegated to be an official spokesperson.
* Be courteous and respectful in dealing with the media
* Use social media appropriately and respectfully being mindful of your position as a Committee Member. Ensure your comments do not reflect adversely on the reputation of the club

I agree to this Code of Conduct as established by the (race club) Committee and members.

Name: >>>>>>>>>>>>>>>> Date: >>>>>>>>>>>>>>> Signed: >>>>>>>>>>>>>>>>>>>>

Committee Calendar [Year]

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Key

[ ] **Committee Meetings** [ ] **Race Meeting**

[ ] **AGM** [ ] **RQ Commercial Compliance Due**

**INSTRUCTIONS: Add the following club documents to complete the Induction Pack.**

Club Constitution

Strategic Plan & Business Plan

Current Financial Year Budget

Annual Report / Financial Statements

Committee Minutes (last two meetings)

Your Role Description

Organisational Chart (optional)