ABC Sports Organisation

Induction process for committee members

# **Introduction**

The purpose of this process is to provide current information to all committee members. The information will cover organisational strategic and operational activities, compliance and participation pathway programs.

Compliance issues may relate to government legislation, council laws and NSO and SSO regulations. The president will facilitate the delivery of the induction in a time that suits all members.

# **President’s role**

The president will provide information regarding the role of the president including the role of the committee, including:

• organisational values, culture

• organisational history and current strengths and weaknesses of the organisation

• role and responsibility of the committee member

• identification of the members expected performance and the method of monitoring the performance, including planned time commitments

• methods for the member to contribute to achieving the organisations objectives

• committee meeting procedures

• an up-to-date snap shot of the organisations positions, including financial, facility and program management.

# **Committee members personal information**

• Ensure the members contact details are up to date.

• Ensure the committee member reads and understands the code of conduct.

• Agree on a method of managing responsibilities during periods of extended absence from the committee.

# **Remuneration**

The president will outline the financial management procedure for any reimbursements, payments or remuneration that the committee member may claim.

# **Organisation insurance policies**

The president will provide an overview of the organisations insurance requirements and compliance including:

• types of policies

• budget allocation for insurance payments

• certificates of currency.

• methods of lodging claims.