**INDUCTION CHECKLIST**

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| --- | --- | --- | --- | --- |
| **Name** | |  | | |
| **Position** | |  | | |
| **General and Administration** | | | **Complete** | **Date** |
| 1 | Welcome / Congratulations / SLSQ Overview | |  |  |
| 2 | Club Structure Chart & Reporting lines | |  |  |
| 3 | Overview of Role Description | |  |  |
| 4 | Reporting requirements within the position/ sub-committee minutes | |  |  |
| 5 | Budgets including Expenditure | |  |  |
| 6 | ACNC Reporting requirements – fundraising and distribution of funds | |  |  |
| 7 | Delegations of Authority (inc staffing and employment reporting) | |  |  |
| 8 | Use of Association Vehicles (if applicable) | |  |  |
| 9 | Reimbursement of expenses and claim forms (if applicable) | |  |  |
| 10 | Purchase Orders (if applicable) and procurement (club assets and disposal etc) | |  |  |
| 11 | Meeting procedure, protocols, schedules, agendas and minutes | |  |  |
| **Policies and Procedures** | | | Complete |  |
| 1 | SLSA Policies [Members Protection, Harassment etc.] | |  |  |
| 2 | SLSQ Code of Conduct | |  |  |
| 3 | Expectations on Behaviour (meetings/ code of conduct/ rules of debate) | |  |  |
| 4 | SLSQ Relevant Policies (or link to the Members portal provided) | |  |  |
| 5 | Confidentiality | |  |  |
| 6 | Conflict of Interests | |  |  |
| 7 | Working with Children Check – ‘Blue Card’ | |  |  |
| 8 | Relevant Branch and Club Policies | |  |  |
| 9 | Incident Reporting Procedure | |  |  |
| 10 | Complaint Procedure | |  |  |
| 11 | Database Security – Surfguard | |  |  |
| 12 | How to Chair a Meeting | |  |  |
| **Club Documentation** | | | | |
| 1 | Club Constitution & Bylaws provided | |  |  |
| 2 | Policies and procedures | |  |  |
| 3 | Club Calendar and relevant meeting schedules | |  |  |
| 4 | Strategic Plan/ Target Achievements and Reporting (timeframes) | |  |  |
| 5 | Insurances | |  |  |
| 6 | Employee Contracts (if applicable) | |  |  |
| 7 | Third party agreements (if applicable) | |  |  |
| 8 | Any current judicial/ grievance proceedings in placee | |  |  |
| 9 | Subleases (if applicable) | |  |  |
| 10 | Surplus funds agreement | |  |  |
| **Orientation to Club** | | | **Complete** |  |
| 1 | Tour of Club House | |  |  |
| 2 | Awareness of facilities i.e. Toilets, Kitchen, Meeting Rooms, Offices | |  |  |
| 3 | Location of Phones & Emergency Exits | |  |  |
| 4 | Access Restrictions to building for meetings | |  |  |
| 5 | Parking and Security | |  |  |
| 6 | Emergency Equipment – fire extinguishers, first aid | |  |  |
| 7 | Evacuation/Emergency Procedure | |  |  |
| 8 | Maintenance Schedule | |  |  |
| 8 | Local rules on smoking, eating, and drinking | |  |  |
| Declaration: | | | | |
| I hereby agree to abide by the rules or procedures explained or provided to me during this induction program conducted by ……………………………………………… I understand the information given to me and agree to abide by all Association rules, regulations and instructions as determined by SLSQ and /or the Constitution.  Club Member Signature …………………………………………………………… Date…………………………………………………………….  Facilitator: ……………………………………………………………….… Date ……………………………………………………………. | | | | |