**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 ……………………………………………………………. |