



Policy Name:  
**Association Committee Member Induction**  
Policy Authorisation and Date:  
**Association Committee 11<sup>th</sup> FEB 2013**

## **Association Committee Member Induction**

### **Policy Statement:**

Kensington Flemington Junior Sports Club is committed to ensuring that all new Committee Members receive a comprehensive orientation to enable them to perform in a competent, informed and safe manner within the spirit of the club's ethos and overarching objectives. It is recognised that the initial induction period is a critical opportunity in which knowledge and confidence is formed.

The Committee Members and Officer Bearers will guarantee for all new Committee Members a thorough induction into the affairs of both the Committee and the Kensington Flemington Junior Sports Club, its issues, risks, aspirations and financial position.

### **Definition of Terms:**

Not applicable

### **Responsibility:**

The Committee Members and Officer Bearers are responsible for ensuring the implementation of this policy.

### **Procedure:**

All prospective Committee Members will be provided with all relevant information to be able to contribute to the prosperity of the club.

Prior to attendance at their first Committee Members meeting, new members will:

- Receive a copy of the Association Governance Policies, Position Descriptions, Operational Limitations, Annual Report, Rules of the Association and other relevant legal governance documentation, current and recent Committee meeting papers, contact details for other Committee members, the current year's meeting schedule and the annual agenda;
- Be provided with an overview of the current sports offer through the Kensington Flemington Junior Sports Club;

- Meet with the President for a governance level familiarisation. This meeting may be held as a group session or with individuals and will include an induction into the relevant position description; and
- Meet with the Treasurer for an overview of the Club's financial operating procedures and financial position.

**Reference Documents:**

- *ASX Corporate Governance Council – Principles of Good Corporate Governance & Best Practice Recommendation (2003)*