



Myrtleford Savoy Soccer Club Inc.  
Committee of Management  
Induction Policy

**Version 1 2020**

## Contents

<b>Induction Package Documents .....</b>	<b>3</b>
<b>Induction Checklist for New Committee Members .....</b>	<b>3</b>
<b>MSSC letterhead .....</b>	<b>4</b>
<b>Myrtleford Savoy Soccer Club .....</b>	<b>5</b>
<b>Committee Contact Details.....</b>	<b>5</b>
<b>Key Contacts.....</b>	<b>6</b>
<b>Incorporated Association.....</b>	<b>7</b>
<b>Role of office holders.....</b>	<b>7</b>
<b>Using information .....</b>	<b>7</b>
<b>Protection for office holders .....</b>	<b>7</b>
<b>If an office holder does the wrong thing.....</b>	<b>8</b>
<b>Committee Charter .....</b>	<b>9</b>
<b>Committee Member Code of Conduct .....</b>	<b>10</b>
<b>Additional Documents .....</b>	<b>12</b>

## Induction Package Documents

- ✓ Contact details for all Committee members
- ✓ Committee Charter
- ✓ Committee Code of Conduct
- ✓ Committee Calendar
- ✓ Club Constitution & Club By-laws - website
- ✓ Club Adopted Policies and/or Procedures
- ✓ Strategic Plan & any current Business Plan
- ✓ Annual Report
- ✓ Current Financial Year Budget
- ✓ Committee Minutes (last two meetings)
- ✓ Member Protection Policy – Committee Role Positions

## Induction Checklist for New Committee Members

The intention of the checklist is to ensure that new people coming onto the Committee feel supported and are given the information they need to perform their role. If possible, it is also valuable for incoming committee members to meet up with their outgoing equivalents to see how particular tasks have been undertaken in the past.

### Of Note:

- ❖ It is the Secretary's responsibility to ensure that the induction items have been completed.
- ❖ The induction should be undertaken as soon as possible and convenient.

### Make Sure:

1. Incoming Committee member(s) has been contacted with details of the next meeting. [ ]
2. Incoming Committee member(s) has been provided with an induction pack including past minutes and the next agenda. [ ]
3. Incoming Committee member(s) has been introduced to other COM members. [ ]
4. Incoming Committee member(s) meet with the Treasurer for an overview of the clubs financials and the previous year's quarterly budget forecast. [ ]
5. Contact details and a photo of the incoming Committee member(s) have been taken and placed on the notice board / website to introduce to members. [ ]
6. Each incoming Committee member has a role description, and this has been discussed with the Secretary. [ ]

## MSSC letterhead

[Date]

[Committee Member Name]

Via email:

Dear

Congratulations on your recent appointment to your position as [Insert Position] for Myrtleford Savoy Soccer Club Inc. Our committee is made up of people with diverse skills 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 **Name**. 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, always in the interest of the club.

Part of your appointment is a proper induction to ensure that you feel comfortable in your role and have the information you require to fulfil it. Please find attached a package of information to provide you with the necessary background and information.

- ❖ Contact details for all Committee members
- ❖ Committee Charter
- ❖ Committee Code of Conduct
- ❖ Club Constitution and Club By-laws
- ❖ Club Adopted Policies and/or Procedures
- ❖ Strategic Plan
- ❖ Annual Report
- ❖ Current Financial Year Budget
- ❖ Committee Minutes (last two meetings)
- ❖ Member Protection Policy – role positions

Please let me know if there is anything else that you feel you need to adequately fulfil your duties as **[Insert Position]**. I will catch up with you for a personal chat in a few weeks, but in the interim I trust you enjoy your time on the committee.

Yours Sincerely,

President – Myrtleford Savoy Soccer Club Inc.

# Myrtleford Savoy Soccer Club

## Committee Contact Details

		
<b>President</b>	<b>Vice President</b>	<b>Secretary</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>
		
<b>Treasurer</b>	<b>Club Registrar</b>	<b>Welcoming Officer</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>
		
<b>MiniRoos Coordinator</b>	<b>Coaching Coordinator</b>	<b>Volunteer Coordinator</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>
		
<b>Sponsorship Coordinator</b>	<b>Fundraising and Events</b>	<b>Publicity/Media Contact</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>

		
<b>Maintenance &amp; Safety Officer</b>	<b>Merchandise &amp; Equipment Officer</b>	<b>Secretary Assistant</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>
		
<b>Grounds &amp; Maintenance Sub Committee</b>	<b>Canteen Manager - External</b>	<b>Cleaner</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>

## Key Contacts

Association/Business	Name	Mobile	Email
AWFA Secretary	Gary Holt	0417 596 784	<a href="mailto:secretary@awfa.asn.au">secretary@awfa.asn.au</a> via MSSC Secretary
AWFA President	Mark Leman	0407 267 736	<a href="mailto:president@awfa.asn.au">president@awfa.asn.au</a> via MSSC Secretary

## Incorporated Association

There are more than 38,000 incorporated associations in Victoria. They are clubs or community groups, operating not-for-profit, whose members have decided to give their organisation a formal legal structure. You can recognise an incorporated association by the word 'Incorporated' or the abbreviation 'Inc.' after its name.

When a club or community group incorporates, it becomes a 'legal person' – that is, a legal entity that stays the same even if its members change. It can enter into contracts in its own name; for example, to borrow money or buy equipment. This protects the individual members of the association from legal liabilities.

Victorian incorporated associations are registered with Consumer Affairs Victoria under the *Associations Incorporation Reform Act 2012* (the Act).

### Role of office holders

An office holder of an incorporated association refers to:

- [a committee member](#)
- [the secretary](#)
- a person, including an association employee, who takes part in making decisions that affect all or a large part of the association's operations (generally, this will only be senior employees, for example, where an association has a chief executive officer or chief financial officer)
- a person involved in the association's management, who can significantly affect the association's financial standing
- a person whose instructions or wishes the committee is used to following; this does not include a person giving professional advice (for example, a religious order may have an incorporated association, but the members, who all belong to the order, follow the direction of the head of the order).

Office holders have certain legal duties. These duties are based upon, and are broadly equivalent to, the duties of a director, as set out in the *Corporations Act 2001* (Cth). An office holder must:

- carry out their duties with care and diligence.
- carry out their duties in good faith in the best interests of the association, and for a proper purpose (not, for example, their own profit).
- not use information acquired through their position for personal advantage, the advantage of others, or to the detriment of the association.

If an office holder makes a business decision relating to the operation of the association, they must, among other things:

- make that decision in the best interests of the association.
- not have a personal interest in the decision.

### Using information

An office holder may sometimes make a decision affecting the association based on information or advice they receive from other people. These other people may include employees of the association, fellow office holders or professional advisors (such as lawyers or accountants).

The law protects office holders if, in the circumstances, it was reasonable for them to rely on this information or advice and they did so in good faith.

### Protection for office holders

Your association must indemnify its office holders from liability for activities they undertake on behalf of the association in good faith. This will protect these individuals (although not where they have deliberately broken the law).

For example, if an office holder is sued for something they have done on behalf of the association and must pay damages, the association must indemnify the office holder. That is, the association will be responsible for paying damages.

The association must provide the indemnity from its assets – the government does not fund this indemnity. Large associations that handle contracts or agreements of significant value may consider taking out officers' indemnity insurance.

### **If an office holder does the wrong thing**

An office holder may face:

criminal action if they:

- misuse their position for personal advantage
- deliberately allow the association to trade if it is insolvent

civil action of up to \$20,000 if they:

- misuse information or their position
- breach their duties of:
  - care and diligence
  - good faith and proper purpose.

For further information: [Corporations Act 2001 \(Cth\)](#) or <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/secretary-committee-and-office-holders/office-holders>

# Committee Charter

## Role and Responsibility

Committees can easily be drawn into conflict if their authority and purpose is not clear, and so it is necessary to define the authority and purpose of each Committee. This works well when it is defined as a Charter. It is recommended that a Committee's Charter is reviewed each year, tabled and agreed on at the AGM.

Committee Members must all act with integrity, honesty, transparency, and accountability whilst maintaining their fiduciary responsibilities. The Committee's role is to:

- Plan for the Club's future and committee succession.
- Undertake succession planning for our Committee and other key Club personnel.
- Proactively manage our relationship with key funding sources and sponsors.
- Balance and develop the skills within our Committee.
- Provide leadership for all those in our Club.
- Ensure the fair and efficient conduct of competition.
- Promote and develop the highest standard of sport 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 our Constitution and by-laws to our membership for approval.
- Conduct the business of the Club through Sub-Committees and appointed officers as required on such terms and conditions as it believes appropriate.
- Seek and manage appropriate sponsorship for the Club.
- Be active in the development of players, 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 our parents, players, volunteers and administrators.
- Make decisions about what we most need to know, and then employ the best resources to get the knowledge we need.
- From time to time in accordance with the Constitution, 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 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

Our Committee will adopt statements of their responsibilities which provide accountability to members.

We understand that we are a member based Club and that we need to work transparently in enacting our responsibilities. To this end as a Committee we will:

- Seek input and feedback from our members on what we are doing and how we are doing it, and report back to members
- Update the Strategic Plan and Annual Report to members
- Publish the Committee meeting schedule
- Commit to both the Committee Charter and Committee Code of Conduct
- Investigate Skype Committee meetings (phone/computer) with face to face meetings quarterly or as required.
- Add Strategic Plan Action Plan to Committee Agenda to action items.



# Committee Calendar [Year]

January						
S	M	T	W	T	F	S

February						
S	M	T	W	T	F	S

March						
S	M	T	W	T	F	S

April						
S	M	T	W	T	F	S

May						
S	M	T	W	T	F	S

June						
S	M	T	W	T	F	S

July						
S	M	T	W	T	F	S

August						
S	M	T	W	T	F	S

September						
S	M	T	W	T	F	S

October						
S	M	T	W	T	F	S

November						
S	M	T	W	T	F	S

December						
S	M	T	W	T	F	S

## Key



Committee Meetings



AGM



Start of Season



End of Season



Events



Fundraising

## Additional Documents

- ✓ Constitution and By Laws - <http://myrtlefordsoccer.com.au/>
- ✓ Rules and Regulations
- ✓ Member Protection Policy - Role Descriptions
- ✓ Annual Report – [secretary@myrtlefordsoccer.com.au](mailto:secretary@myrtlefordsoccer.com.au)
- ✓ Strategic Plan
- ✓ Last 2 Meeting Minutes
- ✓ Operating Budget - [treasurer@myrtlefordsoccer.com.au](mailto:treasurer@myrtlefordsoccer.com.au)

Relevant Club information is located on our website: <http://myrtlefordsoccer.com.au/>