# Sample

# Committee Member

## Guide Book

<Insert Logo>

<Insert Date>

# <Insert Club Letter Head>

Attention

Name

Address Line 1

Address Line 2

<Insert date>

Dear <Insert name of committee member>

On behalf of <insert club name>, I would like to congratulate you on your recent appointment to the position of <insert position>.

In welcoming you as a member of the committee, you join a dedicated volunteer base, committed to leading <insert club name> in bringing to life our vision, <insert vision>.

As a committee member it is our collective function to provide leadership and direction for the club in line with this vision.

It is an expectation that at all times members act with integrity and in good faith in fulfilling their duties and make decisions in the best interest of the club.

Please be aware that the Committee will convene <insert time, date and frequency>.

Included within this induction package is information designed to assist you in your role. Should you have any questions, or requests for further information, please do not hesitate to contact me.

I look forward to the opportunity of working with you for season <insert year>.

Kind Regards,

<Insert President Name>

<Insert Club Name>

<Insert Contact Details>

**Welcome**

As a committee member you have an important role to play in the administration and success of our club, as well as the enjoyment and wellbeing of all our members.

This guidebook is designed to give you all the information that you need in order to fulfil this role, including:

* Club Purpose, Vision and Values
* Committee Contact Details
* Committee Code of Conduct
* Role Description
* Committee Schedule Planner
* Previous Committee Minutes
* Annual Report

We are committed to working with you to make your involvement and experience a valuable and rewarding one. Should you have any questions about your role, or the information contained within this book, please let us know how we can be of assistance.

# Our Purpose

<Insert your club’s Purpose Statement>

# Our Vision

<Insert your club’s Vision Statement>

# Our Values

<Insert your club’s Value Statement>

# Committee Contact Details

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **President** | **Vice President** | **Secretary** |
|  |  |  |
| <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> |
|  |  |  |
| **Treasurer** | **MPIO** | **Committee Member** |
| <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> |
|  |  |  |
| **Committee Member** | **Committee Member** | **Committee Member** |
| <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> | <Insert name>  <Insert contact details> |

**Committee Code of Conduct**

The Committee Code of Conduct is a framework that outlines the standards of behaviours and ethical conduct expected of all club committee members.

As a committee member, you must:

* Promote and respect the rights and dignity of every person regardless of gender, race, ethnicity or sexual orientation and ensure that the club promotes a safe and inclusive environment.
* Protect the integrity of sport at all times by ensuring that the behaviour and conduct of every person is consistent with the laws of the game, the principles of fair play and the standards of safe and inclusive sport.
* Protect the safety and wellbeing of members at all times by ensuring that appropriate safeguarding measures and policies are in place, easily accessible and understood by every person, and reviewed regularly.
* Be impartial, consistent and transparent in your conduct and decision-making. Accept responsibility for your actions.
* Make decisions in the best interests of your members and the sport.
* Promote a safe and inclusive environment, in which every person feels welcomed and is protected and free from discrimination, harassment and abuse.
* Ensure that all players, coaches, officials, parents and spectators place wellbeing and enjoyment ahead of performance and outcomes.
* Create pathways that support players, coaches and officials to improve their skill development.
* Provide equal opportunities for all players, coaches and officials to participate, regardless of their gender, ability or cultural background.
* At all times act as a role model for others, displaying high standards of good sporting behavior.
* Never engage in inappropriate conduct including the use of offensive language, drinking or smoking, whilst in an official capacity.
* Ensure that all members are made aware of their rights and responsibilities under the appropriate legislation including: Member Protection Policy, Code of Conduct, Child Safe Policy and Anti-discrimination Policy, and know the process by which to refer a complaint or breach.

**Role Description**

Committee Member

|  |  |
| --- | --- |
| **Job Purpose** | The role of a general committee member is to provide support to the President, Secretary and other general committee members to ensure the club sets and meets its goals and objectives, is administered according to the club Rules and completes all legal and compliance obligations. |
| **Job Responsibilities** | Primary responsibilities for the role of Committee Member include:   * Support the President and other committee members in the planning, development and implementation of strategic priorities. * Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club. * Undertake tasks relevant to individual portfolios as specified by the President or Committee. * Assist the President and Secretary in their duties as required * Attending and actively participating and contributing in committee meetings. |
| **People Management** | Nil |
| **Budget Management** | Nil |
| Note: (Remove any points that are not relevant to the role).   * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. * The ordinary working hours for the Program can include duty on weekends and evenings. * The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. | |
|  | |
| **JOB HOLDER CAPABILITIES** | |
| **Qualifications and Experience** | * Working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. |
| **Knowledge and Skills** | * Dedicated club person committed to making a difference. * Receptive to change. * Ability to provide calculated opinion in group discussions at committee meetings. * Considerate of others and/or conflicting ideas and opinions. * Good communication and interpersonal skills. * Maintain confidentiality. |

**Committee Schedule Planner – Note - Dates listed are for 2020/21**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Date** | **Time** | **Location** |
| *<Insert event>* | *<insert date>* | *<insert time>* | <insert location> |
| *Committee Meeting* | *01/01/2020* | *7.00pm* | *Meeting room 1* |
| *Committee Meeting* | *01/03/2020* | *7.00pm* | *Meeting room 1* |
| *Presentation Day* | *06/09/2020* | *1.00pm* | *Main oval* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| February | March | April | May | June | July |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 |  |  | |  |  |  |  |  |  |  | |
| August | September | October | November | December | January |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T |  | F | S | S | |  |  |  | 1 |  | 2 | 3 | 4 | | 5 | 6 | 7 | 8 |  | 9 | 10 | 11 | | 12 | 13 | 14 | 15 |  | 16 | 17 | 18 | | 19 | 20 | 21 | 22 |  | 23 | 24 | 25 | | 26 | 27 | 28 | 29 |  | 30 | 31 |  | |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | M | T | W | T | F | S | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |  |  |  |  |  |  |  | |

**Meeting Minutes**

<Insert minutes for previous two committee meetings, as per the format below>

|  |
| --- |
|  |
| Date |
| Time |
| Location |
| Attendees |
| Guests |
| Apologies |
| Facilitator |

**Review and Approval of Previous Meeting Minutes**

|  |  |
| --- | --- |
| Meeting Date |  |
| Discussion: |  |
| Motioned by: |  |
| Seconded: |  |
| Follow Up Actions: |  |
| President Signature: |  |

**Agenda Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda Item # | Topic | | | |
| Time Open: | | | Time Close: | |
| Discussion: | | | | |
| Resolution: | | | | |
| Action Items | | | Person Responsible | Due Date |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| Motioned By | |  | |  |
| Seconded By | |  | |  |

|  |
| --- |
|  |
| Meeting Adjourned At: |
| Date of Next Meeting: |
| Minutes Prepared By: |

**Annual Report**

<Insert Annual Report for previous season>

**Other Documentation**

<Insert any additional relevant documentation that you feel would be of benefit to your incoming committee members, this could include as an example: strategic plans, budget statements, club constitution, policies and procedures>