

Empower and Induct the club committee

It is important that, as President, you are empowered with all the information you need. You also must ensure your club committee is too. Very few clubs actually take the time to induct the club committee and empower them with the information and knowledge they need to hit the ground running.

The best way to induct the club committee is to have an induction session where they are provided with *all* the information to be effective committee members. Again, this goes against a volunteer's natural inclination to want to DO something.

But the first place all committees should start is to ensure that as much information and knowledge from previous years and committees is collected, and handed over to the new committee.

A formal induction session, held as soon as possible after the Annual General Meeting, is the best and quickest way to empower the committee.

Induction Session Agenda:

- Define the role of the committee and how it will undertake its responsibilities
- History of the club
- Club rules, policies, procedures and by-laws
- Strategic plans, Objectives and implementation plans
- Club Structure and roles and responsibilities of each position. This includes a clear understanding of the day to day tasks of the club, how they are completed and by whom
- Define the operational tasks
- Financial position of the club
- Define the goals of the season and allocate committee responsibilities and tasks
- Information about the clubs sporting, social and fundraising activities
- As much other information as possible to enable the committee, new and old, to be as effective as possible.
- Club safety and risk management (discrimination, harassment, child protection)
- Summary of the committee's legislative requirements including:
 - Association Incorporation legislation
 - Member protection
 - Fundraising
 - Food handling
 - Liquor licensing

Advice for when you induct the club committee

If the club has changed Presidents, then ideally the outgoing President would attend. They can use the session as a handover to the incoming committee.

Outgoing committee members could also attend the session. Any other people who the President believes can add value could too! This could include Life Members or other people with knowledge the committee needs to know.

These sorts of meetings are a great forum for the incoming committee to ask any questions they have. It also gives the opportunity to build relationships with the those leaving the committee.

Hopefully, to the point where they feel comfortable enough to contact them in the future for advice or further information.

An interesting and unexpected outcome of these induction / handover meetings is that it shows the incoming committee members and volunteers value the contribution, knowledge and opinion of those leaving the committee.

For many, this makes them feel valued, worthwhile and not under any circumstances was their time or effort taken for granted. It also means that after they induct the club committee, the club is safe in the hands of the new committee.

From Sports Community (www.sportscommunity.com.au)