PURPOSE OF COMMITTEE INDUCTION

Running a club, or a not-for-profit association, involves various aspects. Some of these aspects are required by law, while others are crucial for the survival of the club. It's important to remember that all these tasks must be carried out while ensuring that gliding activities and events continue smoothly.   
  
Management Committees must be familiar with the club rules, also known as club constitutions. These rules govern the operations of the gliding club and are different from operational standards governed by the Civil Aviation Safety Authority. Additionally, the club may have policies or by-laws to guide the committee and members in specific areas of club administration.   
  
The Management Committee is responsible for setting the overall strategy for the gliding club. This strategy helps in making decisions that are in the best interest of the club and are in line with club objectives. Management Committees also need to keep club members informed and complete necessary reporting to government authorities.   
  
Management Committees often take on multiple roles, including being on the committee, training, airworthiness, towing/launching, and organising events, while still gliding socially or competitively in the gliding community. Safety and the members' best interests are paramount in any gliding activity. Therefore, running our gliding clubs safely and ensuring their sustainability for future members is essential.   
  
Understanding the expectations and responsibilities of being part of a Management Committee is crucial. Familiarity with roles and responsibilities, conducting meetings, record-keeping, and the use of club rules will contribute to the smooth running of the club. To assist new and current committee members, it is advisable to provide the necessary documentation outlined in the checklist below. It is also important to stay updated with any changes in legislation in your state.   
  
WHAT TO DO  
  
Please take a moment to review the checklist on the following page. You will need to include links to or provide copies of the listed gliding club documents. It's always a good idea to have a hard or digital copy of the club rules with you during meetings for quick reference. For both existing and new committee members, provide them with the updated checklist. Make sure to follow up with them to ensure they are comfortable with their obligations and offer further assistance in understanding the information provided in the checklist. Together, we can equip everyone with the tools and knowledge to be valuable members of the gliding club committee.   
  
WELCOME  
  
Welcome to the (insert club name) Gliding Club Management Committee. We want you to feel at ease as you transition into your new role. To help you with this, we have included a checklist and documents to assist you in managing your role and the club. It's easy for management committees to get caught up in operational tasks, but it's important to remember that we have legal obligations from a broader perspective. Some of these obligations have been simplified in the Incorporated Associations Guides, which you will find in the checklist. We encourage you to have a copy of the club constitution (club rules) and the model rules at every meeting to aid in your decision-making. Don't hesitate to ask any questions you may have for clarification or when making decisions for the club. We believe in ensuring that our management committee is well-informed and prepared. Once again, welcome, and we look forward to the positive contributions you will make to the club.

CHECKLIST

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| --- | --- | --- | --- |
| Resource | Description | Link | Provided (date) |
| Associations Incorporation Reform Act 2012 | Governing Legislation | <https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/018> |  |
| Association Incorporation Reform Regulations 2023 | Governing Legislation | <https://www.legislation.vic.gov.au/in-force/statutory-rules/associations-incorporation-reform-regulations-2023/001> |  |
| Model Rules for an Incorporated Association | Governing Legislation | <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules>  (Note: if the model rules clause is not stated in your club rules – the model rules clause applies) |  |
| Gliding Club Constitution | Club Rules | (Insert Club Constitution link) |  |
| Understanding your Constitution | Guide | (QLD documents but very helpful)  club-iq-understanding-your-constitution.pdf (www.qld.gov.au) |  |
| Gliding Club By-Laws | Club Rules | (Insert Club By-Laws link) |  |
| Gliding Australia Integrity Framework (GIF) | Governing Policy | <https://doc.glidingaustralia.org/index.php?option=com_docman&view=tree&Itemid=101&slug=aa-integrity-policies-procedures> |  |
| Secretary’s Satchel  A Guide to running Victoria Associations | Easy-to-read Guide | <https://www.nfplaw.org.au/sites/default/files/media/Secretarys_Satchel_VIC.pdf> |  |
| Meeting Guide | Guide | (QLD documents but very helpful)  <https://www.qld.gov.au/__data/assets/pdf_file/0031/472828/club-iq-meeting-guide.pdf>  <https://www.qld.gov.au/__data/assets/pdf_file/0030/472827/club-iq-agm-preparation.pdf> |  |
| Club Policies and Procedures | Governing Policy | (Insert club website policies and procedures) |  |
| Gliding Club Strategic Plan | Club Plan | (Insert Club Strategic Plan link) |  |
| Club Organisational Structure | Club Guide | (Insert club organisational structure link) |  |
| Gliding Club Handbook/  Welcome Pack | Club Guide | (Insert Club Handbook link) |  |
| Position Handover Notes | Position Specific | (Insert Position Handover – notes, checklists, contacts, calendar) |  |
| Gliding Club Position Description(s) | Club Guide | (Insert Club Position Description link) |  |
| MPIO Club Contact | Club/State Guide | (Insert Club/State Contact) |  |
| Public Liability Insurance Certificate | Club Guide | (Insert Public Liability Insurance link) |  |
| Club Risk Assessment | Club Guide | (Insert Club Risk Assessment Review) |  |
| Copy of last 3- 6 committee meeting minutes | Club Guide | (Insert Committee Meeting Minutes) |  |
| Copy of last Financial Record | Club Guide | (Insert Financial Record link) |  |
| Copy of Club Budget | Club Guide | (Insert Club Budget link) |  |
| List of Committee Contacts | Resource | (Insert Committee Contact List) |  |
| Board Practice/  Operations | Resource | (Insert summary link)  Details on how the board operates in practice (for example, how documents are circulated, amended, and stored) |  |
| Club/Board Calendar | Resource | (Insert Calendar link)  A calendar, or schedule of forthcoming board meetings (date, time, and location including whether electronic meetings) and other significant events |  |
| OPERATIONAL |  |  |  |
| Manual of Standard Operations | Operational Procedures | <https://doc.glidingaustralia.org/index.php?option=com_docman&view=tree&Itemid=101&slug=manual-of-standard-procedures> |  |