PURPOSE OF COMMITTEE/EXECUTIVE INDUCTION

There are many parts to running a state's not-for-profit association, also known as a Regional Association. Some parts are required by law, while others are necessary to ensure the regional association and its clubs' survival. It is crucial to manage all these tasks while ensuring that gliding activities and events at the state and national level can continue.

Whether you are a Regional Association Executive or a Management Committee, being familiar with the association rules is essential. These rules, also known as association constitutions, determine how the Regional Association is governed and are separate from operational gliding rules. Additionally, your Regional Association may have specific policies or by-laws to guide the committee and members, or Gliding Australia's policies and procedures may govern you.

The Executive/Management Committee is responsible for setting the overall strategy for the Regional Association. This strategy helps inform committee decisions that are in the Regional Association's and its clubs' best interest. The committee also needs to keep association gliding clubs informed and complete reporting to government authorities.

Executive/Management Committee members often wear multiple hats in the gliding community. They may be members of a club, on other committees, training/instructing, running events, and even participating in gliding competitions and/or regattas. It is important to ensure that any gliding activity is conducted safely and in compliance with the rules, especially when fulfilling the role of the Regional Association and not other roles within the gliding community. This includes considering confidentiality and conflict of interest when discussing agenda items and issues. By doing so, we can ensure the sustainability of gliding for future generations.

Individuals must understand their responsibilities as part of the Executive/Management Committee. Understanding roles and responsibilities, confidentiality, conflict of interest, how to conduct meetings, maintain records, and utilize association rules are all essential for the smooth functioning of the regional association.

To support new and current members of the Executive/Management Committee, it is advisable to provide the documentation outlined in the checklist below. It is also important to stay updated on any changes in legislation within the state.

### WHAT TO DO

Please take a moment to review the checklist on the following page. You will need to include links or provide copies of your Regional Association documents as listed. It is advisable to keep a hard or digital copy of your association rules with you during all meetings for quick reference, as needed.

For both current and new committee members, please distribute the updated checklist. Additionally, ensure that you follow up with them to confirm their comfort level with the information provided and to determine if they require further assistance in understanding any aspect of the checklist. By working together through this information, everyone will gain the necessary tools and understanding to become a valuable member of the Regional Association.

### WELCOME

Welcome to the Victorian Soaring Association Committee. We want you to feel comfortable in your new role, so we have provided a checklist and documents to help you manage your responsibilities for our Regional Association.

It is common for Executive/Management committees to focus solely on operational tasks within our regional association. However, it is important to remember that we also have legal obligations and a broader perspective to consider. These responsibilities have been simplified in the Incorporated Associations Guides, which can be found in the checklist.

We encourage you to have a copy of the Regional Association constitution (association rules) and the model rules at every meeting. This will assist you in making informed decisions. Feel free to ask any questions you may have to clarify any information you need for decision-making in the association.

There are no limits to the questions you can ask about running the association. We want to ensure that our Executive/Management committee is equipped with all the necessary knowledge.

Once again, welcome, and we look forward to your positive contributions to our Regional Association.

### 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) |  |
| Association Constitution | Association Rules | (Insert Association Constitution link) |  |
| Understanding your Constitution | Guide | (QLD documents but very helpful)club-iq-understanding-your-constitution.pdf (www.qld.gov.au) |  |
| Association By-Laws | Association Rules | (Insert Association 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> |  |
| Association Policies and Procedures | Governing Policy | (Insert association website policies and procedures) |  |
| Member State Strategic Plan | Association Plan | (Insert Association Strategic Plan link) |  |
| Association Organisational Structure | Association Guide | (Insert association organisational structure link) |  |
| Association Handbook/Welcome Pack | Association Guide | (Insert Association Handbook link) |  |
| Position Handover Notes | Position Specific | (Insert Position Handover – notes, checklists, contacts, calendar) |  |
| Association Position Description(s) | Association Guide | (Insert Association Position Description link) |  |
| MPIO Association Contact | Association Guide | (Insert Association Contact) |  |
| Public Liability Insurance Certificate | Association Guide | (Insert Public Liability Insurance link) |  |
| Association Risk Assessment  | Association Guide | (Insert Association Risk Assessment Review) |  |
| Copy of last 3- 6 committee meeting minutes | Association Guide | (Insert Committee Meeting Minutes) |  |
| Copy of last Financial Record | Association Guide | (Insert Financial Record link) |  |
| Copy of Association Budget | Association Guide | (Insert Association 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) |  |
| Association/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 Procedures | Operational Procedures | <https://doc.glidingaustralia.org/index.php?option=com_docman&view=tree&Itemid=101&slug=manual-of-standard-procedures> |  |