**Induction checklist – Governance Volunteer**

**Why consider this?**

Governance volunteers are here to support and help run your Club. Their work is critical to ensuring your Club thrives. Governance volunteers can feel confident to contribute more and do that earlier when given helpful information that orients them to your Club strategies, polices and operations.

This checklist is a simple tool that can be developed for your Club’s governance environment and can be provided quickly and easily to all new governance volunteers.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

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| **Induction Checklist – Governance volunteers**  This checklist allows us to welcome and orient a new governance volunteer to our Club. Giving them critical information to support them in their role as well as support them in their time in our Club.  Please tick off those items are relevant once completed. | |
| The new volunteer has been welcomed and introduced to a range of Club members |  |
| Key information to be provided to a governance volunteer including: |  |
| * Key contact information of other Office Bearers / key operational volunteers |  |
| * Club strategic plan and any current business plan |  |
| * Current financial year budget |  |
| * Annual reports (last two years if possible) |  |
| * Club constitution / By Laws and access to all policies / procedures |  |
| * Minutes of most recent 2 – 3 Committee meetings |  |
| * Position description for their role & other Committee roles |  |
| * Committee Code of Conduct |  |
| * Details of fixtures / key club events, home games and activities |  |
| * Details of upcoming Committee meetings |  |
| Facility check in including: |  |
| * Parking information |  |
| * The location of toilets / change rooms |  |
| * Where to secure any valuables |  |
| * Location of access cards / keys |  |
| Procedures / information to provide: |  |
| * Expense reimbursement process / forms |  |
| Where to go for help or further questions. In person or by phone |  |
| Other |  |