



Induction Package
WELCOME to the Western District Golf
Association Committee
2020/21

Mission:

“In partnership with our clubs, support, encourage and grow golf in an enjoyable environment”

Vision:

“To be engaging and supporting leaders to the WDGA member clubs.”

Induction Package Documents

1. Contact details for all committee members
2. Committee Charter
3. Committee Code of Conduct
4. Committee Calendar
5. Constitution – Copy
6. District By-laws
7. Policies and/or Procedures
8. Strategic Plan & any current Business Plan
9. Annual Report
10. Current Financial Year Budget
11. Organizational Chart
12. Role descriptions for your position and other committee positions

[Name Sporting Club]

[Address 1]

[Address 2] or letterhead

Dear

Congratulations on your recent appointment to your position as [Insert Position] for Western District Golf Association. Our committee is made up of people with diverse skills and we look forward to your contribution and thank you for your time.

Our Committee meets [Details] at and it is expected that members will attend or issue an early apology to [Name]. Secretary to ensure we have a quorum for decision-making.

The primary role of the committee is to provide leadership and direction to our member clubs, to ensure that the associations financial assets are well managed and that any risk to the association, its members or its reputation and mitigated. Our members trust that each committee member will act in good faith, always in the interest of the Western District Golf Association.

Part of your appointment is a proper induction to ensure that you feel comfortable in your role and have the information you require to fulfil it. Please find attached a package of information to provide you with the necessary background and information.

- ❖ Contact details for all committee members
- ❖ Committee Charter
- ❖ Committee Code of Conduct
- ❖ Calendar
- ❖ Constitution
- ❖ Adopted Policies and/or Procedures
- ❖ Strategic Plan & any current Business Plan
- ❖ Annual Report
- ❖ Current Financial Year Budget
- ❖ Organizational Chart
- ❖ Role descriptions for your position and other committee positions

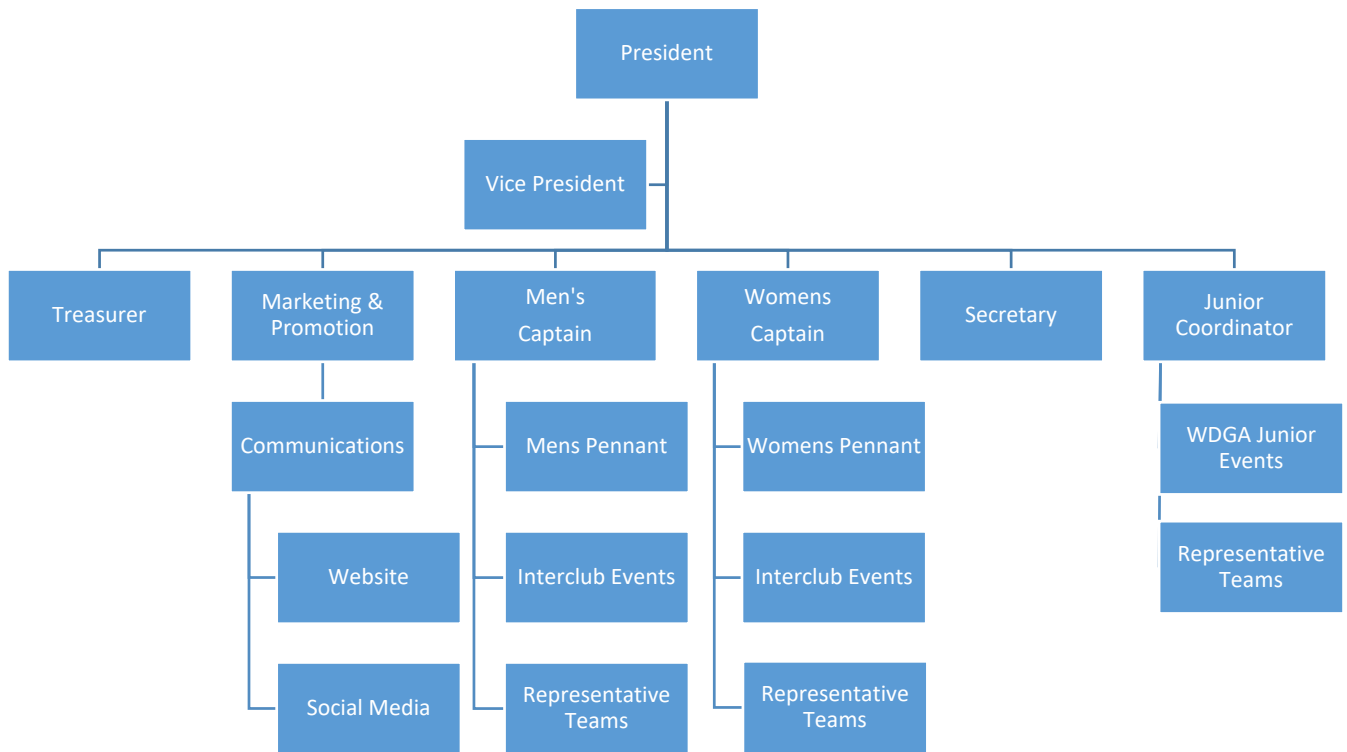
Please let me know if there is anything else that you feel you need to adequately fulfil your duties as [Insert Position]. I will catch up with you for a personal chat in a few weeks, but in the interim I trust you enjoy your time on the committee.

Yours Sincerely

Martina Whelan

President Western District Golf Association

5. Organisational Structure



Like all volunteers, our committee members work extremely hard to ensure the day to day running of our association occurs. The Executive committee structure is designed to allow growth in governance as required.

The Governance structure ensures equitable representation at the Executive Committee level of Officers with responsibility for the overall sustainability of the wider member clubs. The Executive Committee members will have the responsibilities of the 'Committee of Management' as defined in the constitution of the Western District Golf Association.

The Committee will represent the interests of member clubs, the aim is to recruit individuals from the members clubs to assist in the running of the association. The subcommittees will work at ensuring the day to day operations are met, allowing the Executive Committee to focus on the strategic planning building strong foundations for the future.

Western District Golf Association Committee Contact Details

Executive



President

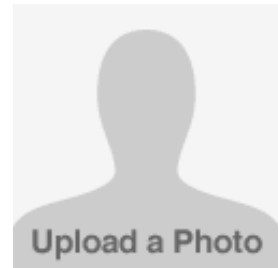
Email:
Mobile:

Vice President

Email:
Mobile:

Treasurer

Email;
Mobile:



Secretary

Email:
Mobile:

Mens Captain

Email:
Mobile:

Womens Captain

Email:
Mobile:



Marketing & Promotions Officer

Email:
Mobile:

Committee Charter

The Associations Committee will be elected as per the Constitution of the association and will include the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Men's Captain
- Women's Captain
- Marketing & Promotions Officer

Role of the club board/committee

Governance and leadership

- Comply with all legislation, including but not limited to:
 - Association Incorporation legislation
 - Member protection
 - Fund raising (where applicable)
- Ensure the association is run according to its constitution, purpose, policies and procedures and that constitution, purpose, policies and procedures are in place, communicated widely and reviewed regularly
- Define and deliver the association objectives and strategic plan
- Ensure the most efficient association organisational structure is in place
- Have a succession plan for all roles within the association

Financial Management and sustainability

- Oversee the financial affairs of the Association, ensuring all amounts due are collected and all amounts owing paid with these transactions being recorded in the accounting system and presented to members in the annual financial reports
- Ensuring the association remains solvent by regularly reviewing and evaluating the associations budgets and cash flow projections
- Ensure the sustainability of the association (financial, member clubs, community reputation)

Risk Management

- Minimise risks associated with association activities (ensuring participant safety and asset protection as a minimum level of risks to be considered)

Knowledge and Relationship Management

- Regularly communicate with member clubs
- Collect, protect, maintain and hand over critical information from one year to the next.
- Develop and maintain relationships with key stakeholders ensuring these relationships are retained as volunteers “turn over” each year.

Committee meetings and decision making

Your role on the committee is an important one, and as such, you should try to attend every meeting and be prepared to contribute to all debates and projects.

The committee meetings are usually held <insert>. The AGM is held **First Sunday of October**. Sub-committee meetings are held as scheduled.

Delegate information nights are twice yearly, and attendance is expected.

If you are unable to attend meetings, your apologies should be advised to the Secretary well before the meeting.

All proceedings of the committee including papers and presentations presented to the committee are to be kept confidential and must not be disclosed to any people outside the committee without the prior approval of the committee.

Disclosure of any conflict of interest

Committee members must always act in the best interests of the association and its members.

If a committee member has a conflict of interest or material personal interest, real or perceived, the committee member must immediately disclose this to the President and the committee as soon as the conflict or personal interest is realised.

The conflict/material person interest should be tabled again at the next committee meeting and recorded in the minutes and in the conflict of interest/material personal interest register. Association members must be informed at the Annual General Meeting of any and all conflicts of interest between any committee members and the association.

Additional Documents

Refer to website: www.westerndistrictgolf.com.au

- ✓ Copy of your Constitution
- ✓ Copy of your By Laws
- ✓ Copies of main policies and procedure documents
- ✓ Role Description
- ✓ Annual Report
- ✓ Strategic Plan
- ✓ Last 2 Meeting Minutes
- ✓ Operating Budget