COMMITTEE MEMBER induction Checklist

Access to and shared knowledge of critical documents supports the smooth and effective operation of the Committee of Management.

Committee members need to be familiar with the contents of the induction checklist and other documents that are critical to the operation of the service.

These documents should be updated as required and included in the hand over to new committee members as part of the handover process.

Essential documents include but are not limited to:

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|[ ]  the association's constitution |
|[ ]  copy of the service’s management structure  |
|[ ]  information about the committee’s responsibilities in managing the service |
|[ ]  copy of legal liability insurance information for committee members  |
|[ ]  copy of the service’s Code of Conduct for committee members  |
|[ ]  copy of the Child Safety and Wellbeing Code of Conduct |
|[ ]  governance policies of the service and links to or information about how to access, other service policies |
|[ ]  committee member roles and responsibilities or position descriptions |
|[ ]  passwords to relevant portals such as: KIMS, NQAITS, MyCAV, eduPass, My Agency, IT systems, ELAA etc |
|[ ]  terms of reference of subcommittees, if any |
|[ ]  annual service budget for the current and previous two years |
|[ ]  minutes of three committee meetings (minimum) immediately preceding their appointment/election |
|[ ]  Committee Member Declaration |
|[ ]  committee yearly planner  |
|[ ]  the service's Quality Improvement Plan |
|[ ]  meeting action sheets  |
|[ ]  list of committee members for the current year, including telephone numbers and email addresses |
|[ ]  list of subcommittee participants for the current year, including telephone numbers and email addresses |
|[ ]  list of committee meeting dates and venue for the previous year |
|[ ]  copy of current year’s program model, including session times |
|[ ]  list of staff and contractors’ names (teachers and educators for each group, cleaners and administration staff) and their rostered employment hours. |
| Locations of the following documents |
|[ ]  *Education and Care Services National Regulations 2011* and *Education and Care Services National Law Act 2010* |
|[ ]  Guide to National Quality Standards  |
|[ ]  DE Kindergarten Funding Guide |
|[ ]  DE Service Agreement |
|[ ]  Copies of relevant employment agreements/awards. |