

WELCOME to Bendigo Baseball Association Committee

**Secretary**

Induction Package Documents

* Contact details for all committee members
* Committee Charter
* Committee Code of Conduct
* Committee Calendar
* BBA constitution - Copy
* BBA By-laws - Copy
* BBA Adopted Policies and/or Procedures (Copy)
* Strategic Plan & any current Business Plan
* Annual Report
* Current Financial Year Budget
* Committee Minutes (August & October 2015 meetings)
* Role descriptions for President

November 2015



**Table of Contents**

[Induction Checklist for New Committee Members………………………………………………. 1](#_Toc430983344)

[BBA Committee Contact Details 3](#_Toc430983345)

[Executive 3](#_Toc430983346)

[Key BBA Contacts 3](#_Toc430983347)

[Committee Charter Ideas 4](#_Toc430983348)

[Role and Responsibility 4](#_Toc430983349)

[Transparency and Responsibilities to Members 4](#_Toc430983350)

[BBA Committee Member Codes of Conduct 6](#_Toc430983351)

[Purpose 6](#_Toc430983352)

[Codes 6](#_Toc430983353)

[Committee Calendar [Year] 7](#_Toc430983354)

[Additional Documents 8](#_Toc430983355)

# 

# Induction Checklist for New Committee Members:

The intention of this checklist is to ensure that new people coming onto the BBA Committee feel supported and are given the information they need to perform their role.

**Note:**

* It is the BBA Secretary’s responsibility to ensure that the induction items have been completed.
* The induction package to be handed to member by BBA Secretary 14 days after November meeting.

**Make sure:**

|  |  |
| --- | --- |
| The incoming Committee member(s) has been contacted with details of the next meeting |  |
| The incoming Committee member(s) has been provided with an induction pack including past minutes and the next agenda. |  |
| The incoming Committee member has been introduced to other COM members. |  |
| The incoming Committee member has met with the Treasurer for an overview of the financials and the budget |  |
| Contact details of incoming Committee Member(s) have been taken and placed on the website to introduce to members |  |

**Bendigo Baseball Association Inc.**

P.O. Box 368 Bendigo Central, VIC, 3552

secretary.bendigobaseball@gmail.com

www.bendigo.baseball.com.au

ABN 65 616 768 510

INC A0054784N

Date:

<Name>

<Address 1>

<Address 2>

Dear <Name>

Congratulations on your recent appointment to your position as **Secretary** for **Bendigo Baseball 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 **4th Wednesday of the month** at **Albert Roy Reserve** 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 the Association, to ensure that the Association’s financial assets are well managed and that any risk to the club, 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 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
* Club constitution
* Club By-laws
* Club Adopted Policies and/or Procedures
* Strategic Plan & any current Business Plan
* Annual Report
* Current Financial Year Budget
* Committee Minutes (last two meetings)
* 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 Secretary. 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

Secretary

Bendigo Baseball Association

# 

# BBA Committee Contact Details

## Executive

|  |  |  |
| --- | --- | --- |
| **President** | **Vice President** | **Treasurer** |
|  |  |  |
| **Mobile:** | **Mobile:** | **Mobile:** |
| **Email:** | **Email:** | **Email:** |
|  |  |  |
| **Secretary** | **Registration Secretary** | ***BBA Official Addresses*** |
|  |  |  |
| **Mobile:** | **Mobile:** | bendigbaseball.secretary@gmail.com |
| **Email:** | **Email:** | **Postal:** P.O. Box 368,  Bendigo Central, 3552 |

*\*Indicates the preferred method of contact*

# 

# Committee Charter Ideas

## Role and Responsibility

BBA Committee Members must all act with integrity, honesty, transparency, and accountability whilst maintaining their fiduciary responsibilities.

The Committee’s role is to:

* Plan for the future
* Undertake succession planning for our Committee and other key association personnel
* Proactively manage our relationship with key funding sources and sponsors
* Balance and develop the skills within our Committee
* Provide leadership for all those in our Association
* Ensure the fair and efficient conduct of competitions.
* Promote and develop the highest standard of sport possible
* Create an environment which gives all members the opportunity to develop to the best of their ability
* Submit annual reports, monthly financial statements and recommend changes.
* Conduct the business of the Association through Sub-Committees and appointed officers as required on such terms and conditions as it believes appropriate.
* Seek and manage appropriate sponsorship for the Association
* Set budgets and be diligent and accountable for the funds
* Understand the issues, priorities and needs of players, parents, volunteers and administrators
* From time to time in accordance with the Constitution, make decisions for the conduct of its own proceedings, the control of its funds and property, and efficient management of its administration.

## 

## 

## Transparency and Responsibilities to Members

Often Committees will adopt statements of their responsibilities which provide accountability to members.

I understand that I am a member based Club and that we need to work transparently in enacting our responsibilities.  To this end as a Committee we will:

* Seek input and feedback from BBA Club Delegates on what we are doing and how we are doing it, and publish this feedback on our website
* Develop and publish both a strategic plan and a business plan, and openly report on both
* Publish a summary of our minutes and our Committee meeting schedule on our website
* Agree, publish and use both a Committee Charter and a Code of Conduct
* Details of any insurance cover provided to Committee Members
* Meeting attendance expectations

# 

# Committee Member Codes of Conduct

# Purpose

The purpose of this document is to set out the standards of behaviour expected of Committee Members. In agreeing to be part of the Committee, each member must also agree to adhere to these codes at all times.

## Codes

Committee Members must:

* Be diligent in their role
* Attend Committee meetings or forward their apology prior to the meeting
* Treat other Committee Members with respect
* Attend to their fiduciary responsibility and make decisions based on what is best for the association, not for individual interest or gain
* Not take advantage of their position on the Committee in any way
* Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
* Be open to feedback from members and respond appropriately
* Be honest at all times
* Act as a positive role model with respect to good sporting behaviour
* Adhere to the policies and procedures established by the Association
* Adhere to the legislative requirements of the Association
* Respect the equipment and resources of the Association and only use these in Association related business
* Always look for opportunities for improved performance of the Association’s operations and Committee functions
* Always represent the Association in a professional manner

I agree to adhere to the Codes of Conduct as established by the BBA Committee and members.

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |
| Signature: |  |

# Committee Calendar 2016

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | January | | | | | | | | S | M | T | W | T | F | S | | 31 |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | February | | | | | | | | S | M | T | W | T | F | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | March | | | | | | | | S | M | T | W | T | F | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | April | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | May | | | | | | | | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | June | | | | | | | | S | M | T | W | T | F | S | |  |  |  | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | July | | | | | | | | S | M | T | W | T | F | S | | 31 |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | August | | | | | | | | S | M | T | W | T | F | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 |  |  |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | September | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | October | | | | | | | | S | M | T | W | T | F | S | | 30 | 31 |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | November | | | | | | | | S | M | T | W | T | F | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | December | | | | | | | | S | M | T | W | T | F | S | | 31 |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |

[ ] Committee Meetings [ ] Start of Season [ ] BBA Presentation Night

(June-11-13 Senior, 25-26 U18)

[ ] AGM [ ] End of Home & Away [ ] SWC Carnivals (July 2-3 U16, 16-17 U14, 23-24 U12)



**DUTIES OF THE SECRETARY**

The duties of the Secretary shall include:

* + - Being Public Officer of the Association.
    - Recording of full and correct minutes of the resolutions and proceedings of each general meeting and each Committee meeting together with a record of the names of persons present at meetings.
    - Correspondence
    - Distributing copies of the minutes of the previous Committee meeting at least five days prior to the next Committee meeting.
    - Giving notice of all Committee and general meetings by means determined from time to time by the Committee to persons entitled to receive such notice.
    - In conjunction with the President, the setting of agendas of Committee meetings.
    - Preparing drafts of an Annual Report for consideration by the Committee and after approval by the Committee forwarding one copy to each member.
    - Except as otherwise provided in these rules the Secretary shall keep custody or control of all non-financial books, documents and securities of the Association.
    - The management and allocation of an honorarium to perform the effective running of the Association.

(***Taken directly from BBA Statement of Purpose Section 35)***

# 

# Please find attached copies of the following Additional Documents

* Constitution
* By Laws
* Main policies and procedure documents
* Annual Report
* Strategic Plan
* Meeting Minutes from August & October 2015
* Agenda for November meeting.
* Operating Budget