PURPOSE OF COMMITTEE/EXECUTIVE INDUCTION

There are many parts to running your state which is also known as a not-for-profit association. Some of these parts are required by law, and others are in the best interest of ensuring your states and clubs survival. What we do know is all these parts need to be done while trying to ensure state and national level karting, activities and/or events are still managing to get on the track.

Whether you are on a Member State Executive or Management Committee you must be aware of the association rules. These rules also known as association constitutions, determine how your Member State is run are not the same rules as your racing rules. Your Member State may also have policies or by-laws to guide your committee and members on specific areas or alternatively you will be covered by the Karting Australia policies and procedures.

The Executive/Management Committee is responsible for setting the overall strategy for the Member State. This strategy assists in helping to make committee decisions, so the best interest of the Member State and your member clubs is considered. Executive/Management Committees need to keep karting club’s updated, just as they also complete Member State reporting to government authorities.

Executive/Management Committees are often wearing many hats in our karting community, by being a member of a club, being on another committee, officiating, running events and you may still even be racing or part of a race team as well. As you know it is important for any karting activity to be run safely with consideration of the rules, and out Member States are no different. They need to be run safely from an operational, legal, and strategic view wearing the Members State ‘hat’ and not the ‘hat’ of our other roles in the karting community. This is especially relevant when considering confidentiality and conflict of interest when discussing Executive/Management agenda items and issues. This is how we make sure karting is sustainable for future generations.

It is important for people to understand what is expected of them to be part of an Executive/Management Committee. Understanding on roles and responsibilities, confidentiality, conflict of interest, how to run a meeting, record keeping and how to use your association rules will all help run the association smoothly.

To assist new and current members of your Executive/Management Committee it is a good idea to provide the following documentation outlined in the checklist below. It is also important to stay up to date with any changing legislation in your state by attending appropriate webinars or upskilling through state organisations.

WHAT TO DO

Take a moment to look at the checklist on the following page. You will need to add in links (or provide copies) of your listed karting association documents. It is always a good idea to keep a hard or digital copy of your association rules with you at all meetings so they can be referred to quickly as needed.

For any current and new committee members provide the updated checklist. Make sure you follow up with them to see they are comfortable or need more help in understanding any of the checklist information. Working together through this information should give everyone the tools and understanding to be a valuable karting club committee member.

WELCOME

Welcome to the (insert Member State name) Karting (Executive/Management) Committee. We want you to feel as comfortable as possible moving into your new role. So, to do this we have placed in the following checklist, documents to help you in managing your role and our Member State.

It is quite easy for Executive/Management committees to become very operational in our association duties. We want you to continue to enjoy the sport but also to be aware we have responsibilities from a ‘big picture’ perspective which we are legally bound to give some attention to. Often these have been simplified in some of the Incorporated Associations Guides which is found in the checklist.

We encourage you to ensure you have a copy of the Member State constitution (association rules) and the model rules at every meeting to assist you in any relevant decision making. We also urge you to ask any questions you might have to clarify any information you may need to make decisions for the association.

No question regarding running the association is off limits. We want to ensure our executive/Management committee is ready with all the essential knowledge they require.

Once again welcome and we look forward to the positives contributions you will make for our Member State.

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 2012 | Governing Legislation | [https://www.consumer.vic.gov.au/resources-and-tools/legislation/legislation-we-administer#a](https://www.consumer.vic.gov.au/resources-and-tools/legislation/legislation-we-administer%23a) |  |
| Model Rules for an Incorporated Association | Governing Legislation | <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules>  (If topic not stated in your association rules – model rules apply) |  |
| Association Constitution | Association Rules | (Insert Association Constitution link) |  |
| Association By-Laws | Association Rules | (Insert Association By-Laws link) |  |
| Karting Australia Integrity Framework (KIF) | Governing Policy | [P1-KA-INTEGRITY-FRAMEWORK.pdf (karting.net.au)](https://www.karting.net.au/wp-content/uploads/2022/10/P1-KA-INTEGRITY-FRAMEWORK.pdf) [f](https://www.karting.net.au/wp-content/uploads/2019/11/P4-Member-Protection-Policy-Part-D.pdf) |  |
| 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> |  |
| Association Policies and Procedures | Governing Policy | (Insert association website policies and procedures) |  |
| Justice Connect  New to a Committee | Guide | <https://www.nfplaw.org.au/sites/default/files/media/New_to_a_board_or_committee_Cth.pdf> |  |
| 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 meetings 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 |  |  |  |
| Australian Karting Manual | Rules | <https://www.karting.net.au/administration/rules> |  |
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