# Volunteer Induction Checklist

This checklist ensures that new volunteer induction is thorough and consistent regardless of who conducts it. Volunteers will likely have different learning needs so the induction may need to be conducted across a small number of sessions.

An existing board/committee member or club manager (if applicable) should use this checklist as a guide and record of what the induction has incorporated.

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Induction Commenced: \_\_\_\_/\_\_\_\_/\_\_\_\_ Induction Complete: \_\_\_\_/\_\_\_\_/\_\_\_\_

Induction Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Task** | ☑ |
| 1. The volunteer has been provided with a copy of the current constitution and regulations or by-laws; 2. The volunteer has been provided with a copy of the current strategic plan (if applicable);    1. Discuss the club’s aims, financial performance, members, other customers and decision-making processes; 3. The volunteer has been provided with a copy of the club structure including board/committee, sub-committees and staff (if applicable);    1. Outlined the roles and responsibilities of key board/committee members, sub-committee members and staff;    2. Provided copies of minutes from previous meetings;    3. Introduced to key staff;    4. Detailed the roles, responsibilities and accountabilities of the volunteer in their new position (job description) and has had a chance to discuss the role and ask questions;    5. Discussed Health, safety, risk management and insurance;    6. Provided with the committee member code of conduct. 4. Familiarise volunteers with club facilities, services, equipment and resources. 5. The new volunteer has been shown around all areas of the club, including:    1. The administration area;    2. The kitchen/bar and supporting areas;    3. The golf / pro shop and supporting areas;    4. The course maintenance facilities;      1. The new volunteer has had the club expectations explained and what they should be able to expect from others in the club. | 🗆  🗆  🗆  🗆  🗆  🗆 |

As people have different learning styles, don’t assume that written content will necessarily be read and understood.

It is advisable to go through the key points of the supporting documents so that important issues are understood.