

VHPA COMMITTEE INDUCTION

(Time required – 1hr, includes reading all VHPA & SAFA document references)

Purpose

Provide Committee members with a 'starting point' in their role.

This information provides a number of links that are **essential reading** for new, and ongoing committee members.

The Association

The VHPA is an incorporated association, incorporated in the state of Victoria under the [Associations Incorporation Reform Act 2012](#). It is recognised by [State & Recreation Victoria](#) (SRV), as the peak State Sporting Association (SSA) for hang gliding & paragliding. VHPA is an affiliated Regional Association of the national body, Sports Aviation Federation of Australia (SAFA).

Committee of Management

The CoM is made up of a number of positions; 1. Some elected by SAFA members resident in Victoria, 2. A delegate from each Victorian sports club affiliated with SAFA (if the club chooses), and 3. An Affiliated Director to SAFA. The SAFA position is appointed by the CoM.

VHPA specific documents

First and foremost, the Rules of the VHPA and the accompanying Objectives are our guiding documents. Each committee member should *read every word*.

The VHPA Strategic Plan is the guiding document which outlines our strategy.

The **essential documents you should read** are;

Document	Date reviewed
Rules of the Victorian Hang gliding & Paragliding Association (& Statement of Purpose)	
VHPA Strategic Plan	
VHPA Expenditure Policy	
Expenditure guidelines	
Email payment approval guidelines	
Site Acquisition & Retention Fund	

You should also make yourself familiar with our website. <http://vhpa.org.au/index.html>

SAFA Specific documents

There is a large range of policy, regulation and other resources available from SAFA. At a minimum a Committee member should become familiar with;

- SAFA Policy on Affiliated Entities
- SAFA Policy on Site Management
- SAFA Operations Manual
- SAFA System Safety Manual

Other Resources

• NFP Law from Justice Connect is also a useful resource and provides a significant body of legal advice in relation to running a NFP. The NFP law website also includes information on how incorporated associations should be run in each state.

<https://www.nfplaw.org.au/runningtheorg>

[https://www.nfplaw.org.au/sites/default/files/media/New to a board or committee Cth.pdf](https://www.nfplaw.org.au/sites/default/files/media/New%20to%20a%20board%20or%20committee%20Cth.pdf)