**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 links that are **essential reading** for new, and ongoing committee members.

**The Association**

The VHPA is recognised by [Sport & Recreation Victoria](https://sport.vic.gov.au/our-sector/state-sporting-associations) (SRV), as the 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**

Subject to section 23 of the Rules, the [committee](https://www.vhpa.org.au/contacts.html) shall consist of (a) the officers of the Association; (b) a minimum of two ordinary members or a maximum of four ordinary members; (c) one delegate from each club; and (d) one person who will represent the Association on the SAFA committee (Appointed by the committee), each of whom except for the club delegates and the Association representative on the SAFA committee, shall be elected at the annual general meeting of the Association in each year.

**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***.

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| **Document** | **Date reviewed** |
| [Rules of the Victorian Hang gliding & Paragliding Association](http://vhpa.org.au/Files/Rules%20of%20the%20VHPA%20revised%20Aug%202017.pdf) |  |
| [VHPA Strategic Plan](http://vhpa.org.au/Files/VHPA_SRV_Strategic_Plan_0419.pdf) |  |
| [VHPA Expenditure Policy](http://vhpa.org.au/Files/VHPA%20Expenditure%20Policy%20Dec%202019.pdf) |  |
| [Expenditure guidelines](http://vhpa.org.au/Files/VHPA%20Expenditure%20Guidelines%20v3%202012.pdf) |  |
| [Email payment approval guidelines](http://vhpa.org.au/Files/VHPA%20Email%20Payment%20Approval%20v1%20Oct%202017.pdf) |  |
| [VHPA Policy for the Administration of Capital works, Capital equipment & Site Protection Fund](https://www.vhpa.org.au/Files/Capital%20Fund%20Policy%20V1.0.pdf) |  |

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**• Not For Profit 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.

[How to run the organisation](https://www.nfplaw.org.au/runningtheorg)[New to a board or committee? An introduction to your role](https://www.nfplaw.org.au/free-resources/who-runs-the-organisation/responsibilities-of-the-board-and-committee-members#new)