



Committee Member Off-Boarding Policy

Policy number	31	Version	1
Drafted by	President	Responsible Person	President
Approved by Committee on		Review Timetable	Every 2 years
Review History:			
Date:		By:	
Date:		By:	

INTRODUCTION

When a Committee member is leaving their position on the Committee, it is essential to apply a professional and structured approach to their departure. This ensures the continued operation of the committee and a smooth transition of the position.

PURPOSE

This policy seeks to ensure that the Committee is provided with a structured approach to manage the off-boarding of a departing member, and that the member is able to fulfill their final duties in the position.

POLICY

The Committee and all departing members of the committee are required to complete the Off-Boarding checklist to the best of their ability at the time of departure.

AUTHORISATION

Carl Swain
Committee Secretary

Date

01/06/2023





Committee Member Off-Boarding Procedure

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RESPONSIBILITIES

It shall be the responsibility of the President, or the Secretary in their absence, to:

- Make the departing committee member aware of the requirements of the off-boarding policy and procedure
- Recognise the contribution of the committee member with an appropriate farewell
- Return any access keys to the safe until they are reallocated
- Notify Brigade HQ to update the Centre key sign out list
- Return DCAC to Brigade HQ or the pass office
- Update access and passwords on all shared drives and apps
- Remove departed member from the Facebook groups and pages
- Remove the departed member from bank account access and return/destroy bank card
- Ensure that any on-going tasks are reallocated
- Begin recruiting for a replacement committee member

It is the responsibility of the departing committee member to:

- Make the Committee aware as soon as possible of their intention to leave their position
- Familiarise themselves with the requirements of the off-boarding policy and procedure
- Return any allocated keys and sponsored DCAC, on or before the last day in the position
- Provide a written summary of any on-going activities undertaken by the position

PROCEDURES

Announcement of intention to leave position

As soon as the Committee has been made aware of the intention for a committee member to leave their position, the President (or in their absence the Secretary) will enact the Off-boarding policy and procedures.

The President will arrange a meeting, or another means if required, to ensure that the departing member is aware of their responsibilities during the off-boarding process.

Off-Boarding Checklist

The President (or in their absence the Secretary) will oversee the completion of the Off-Boarding Checklist, to be signed by both the President and the departing committee member.

Off-Boarding Checklist

To be completed by the President (or in their absence the Secretary) and the departing member of the committee. Once completed, the checklist is to be returned to the Secretary for filing.

Committee Member Requirements	Initial
Announce intention to leave position to the Committee	
Return allocated keys- by: _____ (Date)	
Return Sponsored DCAC- by: _____ (Date)	
Return GBCC Bank card- by _____ (Date)	
All GBCC documentation saved into the shared drive	
Written Summary of on-going activities in role	
President/Secretary Requirements	
Meeting (or similar) to discuss off-boarding requirements	
Coordinate appropriate farewell	
Return access keys to the safe	
Notify change to key sign-out list	
Return DCAC to Brigade HQ or pass office	
Update passwords on shared drives and apps	
Remove from Facebook groups and apps	
Remove from banking and return/destroy bank card	
Re-allocate on-going tasks in vacant position	
Begin recruitment for replacement	

I have completed all of the requirements of the Committee Off-Boarding procedure, to the best of my ability.

Name & Sign:

Role on Committee:

Departure date:

President Sign:

Date:

RELATED DOCUMENTS

- Committee Member Off-boarding Policy

AUTHORISATION



Committee President

Date: 1/6/2023