


# New committee member checklist



## Ensuring you become an informed, equipped and confident committee member

Joining a local group as a committee member can be highly rewarding, it offers the potential to make a very positive difference to the lives of deaf children and their families. The committee is legally responsible for the group's overall management. Therefore, within the first few months of joining a committee, it is important for all members to have an induction to your role and to the charity.

Below is a checklist to help you get started. If you have any questions please don't hesitate to contact the NDCS Local Groups team at [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) or call 0207 014 5919.

Task	
My contact details have been provided to the NDCS Local Groups Team	
I have read the good committee guides (at least the one most relevant to me!)	
I am aware of what my role on the committee is and what's expected of me	
I know the roles of everyone on the committee and have their contact details	
I have read my local group's constitution	
I have read our affiliation agreement with NDCS	
I have a criminal records check completed by my local group through NDCS	
I know who the Designated Person for Child Protection is and have read the Safeguarding policy	
I have had a good look at the online resources for running a local group	