



## **COMMUNITY CLUBS VICTORIA**

### **Basic checklist for actions following separation from key employees**

When a club separates from a key employee, there is much to be done to ensure that the club continues to function effectively for the benefit of members and the community. At the same time there are pressures on committee to recruit new people and onboard staff to 'get by' until those new key people are in place and functional.

This basic checklist sets out some areas that need attention to ensure club security and continued operation.

Every club has characteristics in its location, membership, management and procedures that render it unique; therefore this checklist does not purport to be a "one size fits all". Clubs should amend it to suit particular local requirements.

Activity	Timing	Other effects	Comment
Liquor Licence – notify VGCCC that a person has ceased to be a nominee	Within 14 days of separation	Who is the gaming nominee?	Via the online portal.
Gaming Licence – apply to the VGCCC for approval of a new nominee	Within 60 days. Venues may apply for an extension if unable to meet the 60-day requirement.	Having a nominee provides a level of protection for Committee	Venues must nominate a nominee for each venue linked to the Licence.
Notify all regular suppliers	ASAP		Advise who holds delegated authority for purchases. Ensure security are advised and make alternative arrangements for a/hrs hours contact, alerts etc
Ensure physical security of club property	ASAP; preferably immediately on separation	Keys, access cards, phone, car, other tools of trade such as uniforms, credit cards	In some circumstances, it may be convenient to agree on alternative timing for return of some items, e.g., car
Ensure security of club data	ASAP, immediately on separation.	Notify CCV re access to ccv.net.au and ccv.siag.com.au	Computer passwords changed, email accounts cancelled, web access amended.
Notify super fund	As soon as practical		
Amend bank signatories where appropriate.			This might be an appropriate time to review financial delegations and other authorities.
Notify staff and external stakeholders	ASAP	Consider all external committees and groups on which the individual sits <b>as a club representative.</b>	Keep it factual and direct. Where appropriate thank the individual for contributing to the club and wish well for future endeavours