


Scottish Council of Taekwondo

Board Member Induction Checklist

	Item	Where to find this and notes	Date achvd
	Introduction to Taekwondo	Taekwondo has a long history with different styles of the sport with several key organisations leading these different styles. If you would like any time with a member of staff or key volunteer please ask.	
	Vision and strategy	<p>The vision and strategy are contained in the SCoT Strategy can be found on our Sharepoint.</p> <p>sportscotland have agreed that the newly elected Board can review this four-year strategy and, if the Board wish, amend and resubmit. Further discussion will follow in the coming months.</p>	
	Membership structure, Membership scheme;	<p>We have 3 categories of membership. Our overall membership title is called SCoT Connect.</p> <p>We have a category for Groups of Club, Individual Clubs, and Individuals.</p>	

	Articles and associated documents - including the Code of Conduct for Directors, board procedures and protocols, matters reserved for the board, delegated authority	Articles of Association Code of conduct Register of interest Conflict of Interest Policy	
	Regulatory constraints - for example Public Funded Scottish Governing Body environment	<p>Fiona Lilley is Scottish Fencing's partnership manager with sportscotland.</p>  <p>sportscotland-investment-principles-20</p>	
	Key documents relating to assigned area of responsibility.	<p>The Board will assign portfolios in the coming months following the skills analysis.</p> <p>This will include delegated authorities.</p>	n/a
	Risk register and management	<p>The Risk register is reviewed regularly throughout the year.</p> <p>Each director is responsible for keeping their section of the risk register current.</p> <p>The risk register can be found here.</p>	
	Current staffing	<p>We have no paid staff but we have in the past and we have recent involvement with consultants.</p> <p>Our recruitment policy can be found here.</p>	

<p>Directors' Duties</p>	<p>Refer to:</p> <p>Companies House</p> <p>Sportscotland website - focus on Principles 4, 7 and 10 and have a look at those links.</p>	
<p>SCoT finance position</p> <p>Expense policy</p>	<p>DWC to distribute or discuss at June Board meeting</p> <p>Our finance policy can be found here which details our expense policy within it.</p>	
<p>Conduct and behaviour</p>	<p>Please refer to our board conduct document which can be found here.</p>	
<p>Annual report</p>	<p>This is provided at the AGM in the form of a verbal report by the Chairt.</p>	
<p>CEO operational report</p>	<p>At first board meeting the Chair will give an update which will include key governance issues.</p>	
<p>Key Governance</p>	<p>SCoT will be audited by KPMG in 2021 and the report findings will be published at the following board meeting</p>	
<p>Funding position and arrangements</p>	<p>To be added</p>	
<p>Minutes</p>	<p>See shared folder see here</p>	
<p>Bio</p>	<p>See SCoT website</p>	

	Policies	All available on our shared drive on Sharepoint here.	
	Training	Equality training - Can be facilitated if required Child protection - can be arranged if required. Scottish sports association (SSA) Calendar of training for Scottish Governing Bodies (SGB)	