

## **VOLUNTEERS' INDUCTION PACK**

### **1. Useful Information**

This document is designed to give new directors an insight into the organisation and working of DADCA as well as the duties and responsibilities that directors have.

<p>Organisation name :          Legal Form:          Company Number:          Charity Number:          Registered Office:          Website</p>	<p><b>Dornoch &amp; District Community Association</b>  <b>Charitable Company Limited by Guarantee</b>  <b>375856 (Scotland)</b>  <b>SC013716</b>  <b>Rubhan Beag, Hilton, Dornoch, Sutherland, IV25 3PW</b>  <a href="http://www.dadca.org.uk">www.dadca.org.uk</a></p>		
<p>Company Directors:</p>	<p><b>Jill Barnes</b>  <b>Jerry Bishop</b>  <b>Mark Macaulay</b>  <b>Carol MacKay</b>  <b>Jimmy Melville</b>  <b>David Gibson</b>  <b>Pat Murray</b>  <b>Paddy Murray</b>  <b>Terry Robinson</b>  <b>Judi Sutherland</b>  <b>Victoria Lesley</b>  <b>William Sutherland</b></p>	<p>Chair               Bookings Secretary          Treasurer           Secretary           Vice-Chair</p>	<p>810533                810282          810282           811898           811898</p>
<p>Non-Director Officers</p>	<p><b>Moira Chisolm</b>  <b>Mark Fraser</b></p>	<p>Membership Secretary          IT Advisor</p>	<p>810786          810958</p>
<p>Board sub-committees</p>	<p><b>Keystone</b>   <b>New-Build Bid</b>   <b>Social Club</b></p>	<p>Jill Barnes          Paddy Murray          Terry Robinson           Jerry Bishop          Paddy Murray          William Sutherland           Judi Sutherland          Pat Murray</p>	
<p>DADCA sub-committees</p>	<p><b>Dornoch Cinema</b>  <b>Dornoch Art &amp; Craft Guild</b>  <b>Dornoch Flowers &amp; Fairs</b>  <b>Dornoch Festival Week</b>  <b>Dornoch Youth Café</b>  <b>Dornoch Gallery</b>  <b>Tennis Club</b></p>	<p>Ernie Millard          Sally Wild          Barbara Morrison          Marlene MacKay          Amy Allen          Jill Barnes          Rachel Jack</p>	

Main Asset

**Dornoch Social Club**  
School Hill  
Dornoch  
IV25 3PF

## **2. Health & Safety**

All Directors have a responsibility for Health & Safety within the Company.

Copies of the DADCA Health & Safety policy and policy on the Safe Running of Events (with particular reference to the sale of alcohol) can be found in the Keystone folder and in the Library of our website.

## **3. Policies**

All Directors have a responsibility for ensuring that the DADCA policies are both implemented and reviewed at least annually.

Master copies of the policies can be found in the Keystone folder and duplicates in electronic form in the Library of our website.

## INDUCTION OF A NEW VOLUNTEER

All new Volunteers will be inducted by an existing member using the following 'tick-list' of key points.

Item	Description	Done
<b>Entry</b>	Outside door keyholders & lock/unlock process	
	Bar door key	
	Projection Cupboard door key	
	Struie Room & Upstairs door codes	
<b>Fire</b>	Evacuation Procedures	
	Assembly Points	
	Fire Alarm points	
	Fire Doors	
<b>Lighting</b>	Internal light switches	
	Outside light switch	
<b>Heating</b>	Main Hall master switch & thermostats	
	Kitchen master switch & thermostats	
	Struie Room heaters	
	Coffee Lounge heaters	
	Frost protection heaters	
<b>Kitchen</b>	Ovens & Hob master switches	
	Fridge	
	Dishwasher	
	Water heater	
	Urn(s)	
	Kettle(s)	
<b>Cleaning</b>	Contract specifications	
	Cleaning cupboard	
<b>Toilets</b>	Janitorial Supplies	
<b>Keystone</b>	Keystone Document folder	

	Name	Signed	Date
<b>New Volunteer</b>			
<b>Inducted By</b>			

