



NEW MANAGER GETTING STARTED CHECKLIST

Things you need to know or do quite soon

I have read and understood the NHCP Guidelines	
I understand the interests and personal investment of individual staff, committee volunteers and key users of the Neighbourhood House.	
I have located and read all current contracts and funding agreements	
I have located and read any submissions to funding bodies that have not yet been decided	
I have a list of all reporting requirements and contract deliverables including due dates	
I have identified all partnerships that are in place and what our obligations are for each of them	
I have a secure list of all passwords eg email, websites, facebook etc	
I have ensured that the authorised Neighbourhood House representative with key suppliers, regulators etc. have been updated as necessary	
I have notified all key stakeholder of my appointment, e.g. DFFH, NHVic etc	
I have a clear understanding of my committee's expectations on what and how I need to report to them.	
I understand the roles and responsibilities of all staff and volunteers	
I understand what I am responsible for and what my committee retains responsibility for in all aspects of the Neighbourhood Houses operations.	
I understand my responsibilities in my position description and how they relate to existing operations and strategic or other plans.	
I understand how our financial systems operate including our chart of accounts	
I know how many bank accounts we have, and who are the signatories	
I have a contact list for my committee members	
I know where the safest location to go in an emergency is in my community	

Things you need to know or do but can cover off a little later

I understand my communities demographic profile	
I understand who the key players and organisations in the community are	
I have a good understanding of our communities needs or I have put in place strategies to identify those needs	
I have an understanding of the existing policies and procedures	
I have a good understanding of the activities of the Neighbourhood House	
I have read and understood our Neighbourhood Houses mission and vision, statement of purposes or similar	
I have familiarised myself with DFFH policies	
I have identified key people and organisations I need to build relationships with to meet our Neighbourhood Houses objectives	
I have a good understanding of Governance principles and practices	

I have identified what insurance arrangements are in place, their purposes and coverage, as well as compliance requirements.	
I have read and understood my contract of employment and the relevant Collective Agreement or Award under which I am employed	
I have met with my Networker and understand their role in supporting me, as well as my obligations to the Network, and have access to the Network Dropbox.	
I have researched useful organisations such as Justice Connect, Community Legal Centres, Connecting Up, Our Community, (more resources available via your Network)	
I have made contact with my local government liaison staff member.	

Thank you to the Regional Association of Neighbourhood and Community Houses in the development of this document.