Appendix 2

FIT Letter of Appointment Template

Title (First Name) (Surname)
(Address)
(Suburb) (State) (Postcode)

Dear (First Name)

On behalf of the Federation of International Touch (FIT), I would like to thank you for your nomination/application for the position of (insert position title). I am writing to advise you that your nomination/application has been successful and FIT is delighted to offer you the position. Congratulations and welcome to the (insert the name of the committee, portfolio, program team etc as is appropriate).

Your appointment to this position is effective as of (insert date) and will end on (insert date).

This offer of a volunteer appointment is subject to the conditions outlined in the Volunteer Agreement, which is enclosed with this letter. Should you have any queries about the Volunteer Agreement these can be directed to (insert contact details). You will be required to sign the Volunteer Agreement prior to commencing in your position.

In addition, you will be required to complete a Member Protection Declaration, and a Declaration of Private Interests, which are also enclosed.

For your reference, together with this Letter of Appointment, I have provided you with a copy of the FIT Volunteer Policy, FIT Member Protection Policy, FIT Conflict of Interest Policy, and the relevant Position Description.

I will be in touch with you shortly to arrange your induction and discuss the completion of the necessary documents as mentioned above.

To accept this offer please respond to this letter via email to the address shown below indicating that you have read and understood the requirements as detailed in the Volunteer Agreement and accept under these conditions the offer of volunteer appointment.

Again, on behalf of FIT, congratulations on your appointment and we look forward to working with you to progress the game of Touch globally.

Sincerely

(Insert name)
(Insert Title)
(Insert email address)
(Date)