



Committee Member Induction Policy

Policy number	5	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
Review History:			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

INTRODUCTION

The effective operation of any organisation relies on its Committee, and the effective operation of the Committee relies on all its members having a full command of the necessary information and expertise.

PURPOSE

This policy seeks to ensure that new members of the Committee are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Committee from the time of their election.

POLICY

New Committee members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Committee.

AUTHORISATION

Carl S
Committee Secretary
Date: 01/06/2023





Committee Member Induction Procedure

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RESPONSIBILITIES

It shall be the responsibility of the President to ensure that the materials specified in this policy are prepared and copied and to ensure that the procedures specified in this policy are implemented appropriately.

PROCEDURES

Initial Contact

As soon as possible after the Committee has confirmed the appointment of a new member the President shall make contact with the new member to let them know the outcome. The Chair will write a letter of congratulations and welcome.

Committee Induction Pack

The President will provide the new member with an Committee Induction pack that includes:

- Relevant organisational documents such as the Orientation Kit, Operations Manual, Constitution, strategic plan and the current financial position report;
- Meeting schedule and calendar of upcoming events;
- Information about the Committee and Committee members' roles and responsibilities, including the Committee- related policies and procedures;
- Instructions for accessing shared documents
- Any other necessary background information.

INTRODUCTIONS

The President shall introduce the new member to other members of the Committee (and staff, if appropriate) as soon as possible after their appointment, and seek to involve the member socially in Committee activities by inviting them to functions.

The President shall nominate a member of the Committee to act as mentor to the new member.

Briefing

The President shall engage in a face-to-face induction session with the new member, that will:

- Draw the new member's attention to the roles and responsibilities of the Committee in general, and the roles and responsibilities they will be expected to undertake as an individual;
- Discuss any concerns they may have;
- Offer the member a copy of Our Community's book, *Surviving and Thriving as a Safe, Effective Board Member*.

The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Committee is dealing with at the moment, or will be looking at in the future.

TOUR

The President shall invite the new Committee member to take a tour of the organisation's facilities and introduce them to staff, volunteers, members and the beneficiaries of the group's services.

The President will show the new member where the Committee meets, where to park their car or access transport, where the kitchen is, where the toilets are, where the office equipment is (and the rules for its use).

RELATED DOCUMENTS

- [Committee Attendance Policy](#)
- [Conflict of Interest Policy](#)
- [Induction Checklist](#)

AUTHORISATION



Committee President

Date: 1/6/2023