

Checklist for Induction of Management Committee Members

All new committee members need to know about the organisation, how it operates and their roles and responsibilities. It is recommended that induction include the following:

Information about the Management Committee

This part of the induction should be undertaken by the Management Committee

- Purpose of the committee
- Minutes of recent committee meetings
- Structure of the committee and sub-committees
- Introduction to all committee members
- Role of office-bearers (role descriptions)
- Role of individual committee members (role description)
- Legal and financial responsibilities
- Frequency and format of meetings
- Support system for committee members
- Availability of resources for committee members
- Contact list
- Structure of the organisation (legal)
- Structure of the organisation (staff)

Information about the Organisation

This part of the induction should be done by the Chief Officer and staff

- Governing document of the organisation (e.g. constitution)
- Code of Conduct
- Conflict of interest
- Mission statement/overall purpose
- History and background of the organisation
- Aims, objectives & services of the organisation
- Annual report / accounts
- Funding arrangements
- Tour of buildings and any outside projects
- Role of staff (job descriptions optional)
- Role of volunteers (role descriptions optional)
- Introductions to staff and volunteers, where possible
- Contracts of employment and personnel procedures
- Publicity leaflets or publications
- Policy statements of the organisation
- Strategic/development and operational plans
- Networking systems

Remember! Induction can be a process over time rather than all done at once. It may involve a combination of meetings, familiarisation with premises or facilities and written information.