



COMMITTEE MEMBER INDUCTION POLICY

Policy number	1.22	Version	1.0
Drafted by	M.Kruck	Approved by Committee on	04 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2024

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 necessary support to enable them to contribute appropriately to the operations of the Committee.

AUTHORISATION

Signature of Secretary



Date of Approval by Committee

05 / AUG / 2019

Springfield Lake Nature Care Inc (SLNC)





COMMITTEE MEMBER INDUCTION PROCEDURE

Policy number	1.22	Version	1.0
Drafted by	M.Kruck	Approved by Committee on	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2024

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 Manual

The President shall forward to the new member a copy of SLNC's Committee Manual. The manual will serve as an initial introduction to the group as well as an ongoing reference. It should include:

- relevant organisational documents such as the mission statement, constitution/rules, strategic plan, policies, current year-to-date budget, and the most recent annual report;
- basic biographical and contact information about Committee members, and senior staff;
- meeting schedule and calendar of upcoming events;
- introduction to the group's operational and committee structure;
- information about the Committee and Committee members' roles and responsibilities, including the Committee Attendance Policy;
- an overview of officers' insurance cover;
- any other necessary background information.

Introductions

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

The President 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 encourage the new Committee member to attend activities organised by SLBNC to introduce them to members and the Committee of the SLNC.

The President shall invite the new member where the Committee meets, where to park their car or access transport, where the toilets are, explain the basic rules of SLNC.

RELATED DOCUMENTS

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

AUTHORISATION

Signature of President

Name of President

Date:



Luise Manning

05 / AUG / 2019