



BASS VALLEY COMMUNITY GROUP INCORPORATED

INDUCTION FOR NEW MANAGEMENT COMMITTEE MEMBERS' POLICY

INDUCTION CHECKLIST

Induction is an important process that gives new committee member's key information about the Bass Valley Community Group Incorporated and what is expected of them. An effective induction program will help your new committee members feel more confident and allow the covering of issues such as confidentiality, other policies and the Rules.

An induction program for new committee members is usually run by the President, Secretary, Treasurer and / or other members of the Committee. Select an appropriate time, possibly over a coffee and work through important documents and information such as:

Introduction

- Introduce new members to all committee members and staff
- Conduct tour of facilities (if necessary)

Information

New members may not be familiar with:

- Rules of Association
- Current Strategic Plan
- Copies of recent issues of your newsletter, brochures and the like.
- Contact names, positions and phone numbers of committee, staff and volunteers
- Descriptions of committee office bearers and of staff
- Last Annual Report
- Minutes of recent Committee meetings
- Statements on any current issues
- Meeting timetable and procedures
- Listing of commonly used acronyms.
- Key policies and procedures, including Code of Conduct
- Funding Agreement – so they understand funding arrangements and associated regulations
- Current availability of training opportunities.

AUTHORISATION

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date: xx xx 2017

Date of Review March 2017
Date of Next Review June 2020