

Induction procedure for management committee members

Information about 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

Information about the Organisation

- 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
- Structure of the organisation (legal)
- Structure of the organisation (staff)
- 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