



Neighbourhood Houses Tasmania Inc

Induction Checklist for New Management Committee Members

Induction is an important process that gives new Committee members key information about the House and what is expected of them. An effective induction program will help your new Committee members get up to speed and feel more confident, and allows you to cover issues such as confidentiality, other policies and the Constitution.

An induction program for new Committee members is usually run by the President, Secretary, Treasurer and / or other members of the Management Committee. Set aside some time where you can relax together over a coffee and guide them through important documents and information such as:

Introductions

- Introduce new members to all committee members and staff
- Conduct tour of facilities (for those not familiar with all that the Neighbourhood House offers)

Information

- Copy of Constitution or Rules of Association
- Copy of current Strategic Plan
- Copies of recent issues of your newsletter, brochures and the like.
- List of contact names, positions and phone numbers of committee, staff and volunteers
- Positions descriptions of committee office bearers and of staff
- Last Annual Report
- Minutes of recent Management Committee meetings
- Statement on any current issues
- Meetings timetable and procedures
- A listing of commonly used acronyms.
- Key policies and procedures, including Code of Conduct
- Funding Agreement – so they understand funding arrangements and regulations surrounding this.
- Location of and access to the Management Committee Handbook
- Current availability of training including course content, timetables, costs, assistance offered.