

WELCOME LETTER

<Name of Organisation>

<Address 1>

<Address 2>

<Date>

<Name>

<Address 1>

<Address 2>

Dear <Name>,

Congratulations on your recent appointment to your position as <insert position> for <insert organisation>. We look forward to your contribution and thank you for your time.

Our Committee meets <details> at <location> and it is expected that members will attend or issue an early apology to <name> <(Title)> to ensure we have a quorum for decision-making.

The primary role of the Committee is to provide leadership and direction to the organisation, to ensure that the organisation's financial assets are well managed and that any risk to the organisation, its members or its reputation is mitigated. Our members trust that each Committee Member will act in good faith, always in the interest of the organisation.

Part of your appointment is a proper induction to ensure that you feel comfortable in your role and have the information you require to fulfil it. Please find attached a package of information to provide you with the necessary background and information.

- Contact details for all committee members
- Committee Code of Conduct
- Organisation constitution
- Organisation By-laws
- Organisation Adopted Policies and/or Procedures
- Strategic Plan & any current Business Plan
- Annual Report
- Current Financial Year Budget
- Committee Minutes (last two meetings)
- Organisational Chart
- Role descriptions for your position and other committee positions

Please let me know if there is anything else that you feel you need to adequately fulfil your duties as <insert position>. I will catch up with you for a personal chat in a few weeks, but in the interim I trust you enjoy your time on the committee.

Yours Sincerely

<Name>

President <Organisation>