

New Committee Induction

Welcoming New Committee Members

You've done the hard work and found some new Committee Members. Congratulations!

To make sure they feel welcome and included, as well as they have all the information they need to get the job done, you could send them an welcome/induction package.

What should an Induction Package include:

- Contact details for all committee members
- Club or Associations purpose and values
- Committee code of conduct
- Committee Calendar
- Club/Association Constitution and by-laws
- Club/Association policies and procedures
- Annual report (if produced)
- Strategic plan
- Current budget
- Minutes of the last few Committee meetings
- Organisational chart
- Role descriptions for all Committee roles
- A welcome letter